Service Advisor - Auto Repair

Midas Auto Service and Tires

Job ID
10295

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/10295

LOCATION	DATE POSTED	EXPIRY DATE
371 Olivewood Road, Etobicoke, ON| Ontario	29-07-2026	25-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 45,000-60,000	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Job Title: Service Advisor - Auto Repair

Employer details: Midas Auto Service and Tires

Job details:

Location: 371 Olivewood Road, Etobicoke, ON, M8Z 2Z8

Work location: On site

Salary: 45,000 to 60,000 annually (To be negotiated) / 44 hours per week

Terms of employment: Permanent employment, Full time

Morning, Day, Evening, Weekend

Starts: As soon as possible

Vacancies: 3 Vacancies

Overview:

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:

7 months to less than 1 year

On site:

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities:

Tasks:

Supervise staff.

Train staff.
Advise clients on advertising or sales promotion strategies.
Assist in the preparation of brochures, reports, newsletters and other material.
Answer inquiries and provide information to customers.
Explain the type and cost of services offered.
Obtain and examine all relevant information to assess client feedback, enquiries and complaints in the delivery of meaningful information and services.
Perform general office duties.
Receive and log complaints.
Receive credit and employment applications.
Receive payments.
Sell merchandise.
Explain procedures, risks and benefits to clients.
Maintain and manage digital database.
Answer clients' inquiries and provide information.
Consult with clients after sale to provide ongoing support.
Supervise office and volunteer staff.

Supervision:
11-15 people

Additional information:
Work conditions and physical capabilities:
Attention to detail
Fast-paced environment

Who can apply for this job?
You can apply if you are:
A Canadian citizen
A Permanent resident of Canada
A Temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply:
By Direct Apply
Additional ways to apply

By email:
midasetobicoke@gmail.com

By mail:
371 Olivewood Road
Etobicoke, ON, M8Z 2Z8

What you must include in your application:

Cover letter

Job Description

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