

Experienced Service Advisor – Join Our Team!

Jake's Auto & Truck Repair | Draper, UT

Jake's Auto & Truck Repair is seeking a professional, customer-focused service advisor to be the liaison between our skilled technicians and our valued customers. Our shop specializes in domestic and Asian vehicles only, and we pride ourselves on honesty, quality, and excellent customer service. Jake's Auto is a drug-free / smoke-free workplace.

Compensation & Perks

- Pay negotiable depending on experience and skill level
- Performance-based commissions
- Weekly overtime opportunities
- Benefits including health, dental, vision, simple IRA with match, and paid time off
- Opportunities for growth and continued training
- Supportive, team-oriented workplace

What We're Looking For

- 3+ years experience in automotive service advising or customer service in a repair shop
- Expected hours: 7:00AM–5:30PM Monday–Thursday, 7:00AM–4:30PM Friday
- Strong communication and interpersonal skills
- Organized, detail-oriented, and able to manage multiple tasks
- Friendly, professional demeanor and a passion for customer satisfaction

Responsibilities

- Answer phone calls and build strong rapport with our customers
- Greet customers and provide a professional, welcoming experience
- Schedule service appointments and manage the service workflow
- Navigate and utilize digital workflow and repair order systems
- Explain recommended repairs and maintenance clearly and accurately
- Prepare estimates, write work orders, and document all interactions digitally
- Order parts recommended by our technicians online or over the phone
- Follow up with customers to ensure satisfaction and build long-term relationships

 **Location:** 12665 S Minuteman Dr. STE 3, Draper, UT 84020

 **How to Apply:** Apply in person or contact Jake's Auto to schedule an interview