



MDS COMMERCIAL CENTRE (EUROPE)

LIMITED



#JOB-2448517



SHAW COMMERCIALS, Castlebar Rtl Pk,

Castlebar, Co. Mayo, F23 N996



No of positions : 1



Paid Position



42.5 hours per week



35000.00-45000.00 Euro Annually



14/05/2026



11/06/2026

### How to apply

#### Application Method :

Not available



Open your camera app & point here to view this ad online



## Automotive Service Advisor

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Act as the main point of contact for customers regarding vehicle servicing, diagnostics, maintenance, and repair enquiries.

Record customer concerns and vehicle details accurately in the Dealer Management System (DMS) / workshop system. Schedule and coordinate workshop bookings with the Workshop Controller to ensure efficient workflow.

Liaise with technicians regarding diagnostics, job progress, and repair requirements.

Coordinate with the Parts Department to ensure timely availability of required parts.

Provide customers with timely updates on vehicle status, progress, and completion timelines.

Prepare job cards, repair orders, invoices, and service documentation to company standards.

Assist in preparing service quotations and repair estimates based on workshop findings.

Maintain accurate customer, vehicle, warranty, and service history records.

Support warranty administration and manufacturer compliance requirements.

Ensure compliance with health & safety regulations and manufacturer service procedures.

Maintain strong communication between customers, technicians, and internal departments.

Contribute to continuous improvement of service efficiency and customer experience.

Carry out additional duties as required by management.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Communications, Computer Literacy, Customer Service
- **Competency Skills:** Decision Making, Priority Planning, Teamwork, Time Management

