



COGAN'S GARAGE LIMITED



#JOB-2462441



COGAN'S OF CARRIGALINE, Cork Road,
Carrigaline, Co. Cork, P43 WK49



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



04/08/2026



01/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@cogans.ie



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



Aftersales 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

As an authorised Toyota dealership, we are committed to delivering exceptional customer service at every stage of the ownership journey. We are looking for a professional, organised and customer-focused Aftersales Advisor to join our busy Aftersales team.

This is a varied role supporting both our Service and Parts Departments, ensuring our customers receive an outstanding experience from the moment they book their vehicle in through to collection. Working closely with our technicians and parts team, you will play a key role in maintaining the high standards our customers expect from the Toyota brand.

Key Responsibilities

Welcome customers and provide a warm, professional first point of contact.

Schedule vehicle servicing, maintenance, repairs and warranty appointments.

Prepare accurate repair orders and job cards.

Liaise with workshop technicians and the Parts Department to ensure repairs are completed efficiently and the correct parts are available.

Keep customers informed throughout the repair process, providing updates and explaining any additional work required.

Assist with parts enquiries and orders, supporting both retail and trade customers where required.

Monitor and maintain appropriate stock levels to meet customer and workshop demand.

Build and maintain strong working relationships with Toyota Ireland and suppliers

Process invoices, warranty documentation and all associated administration accurately.

Promote Toyota service plans, genuine Toyota parts, accessories and other aftersales products where appropriate.

What We're Looking For

You will ideally have:

Experience in an Aftersales, Service Advisor, Parts Advisor or customer service role within the motor industry though this is not essential

A high level of accuracy and attention to detail

Good organisational skills and the ability to manage multiple tasks in a busy environment.

A positive attitude with the ability to work both independently and as part of a team.

A willingness to learn and participate in Toyota manufacturer training and development programmes.

Fluent written and spoken English

Why Join Us?

We value our people and believe in investing in their development. In return, we offer:

Competitive salary

Ongoing Toyota manufacturer training and professional development.

Employee Assistance Programme.

A friendly, supportive and professional working environment.

If you are passionate about delivering excellent customer service and would like to build your career with one of the world's leading automotive brands, we would love to hear from you.

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

Career Level

- Entry Level