



# Service Advisor

Bermuda Motors Ltd. is seeking a Service Advisor to attend to our valued customers.

---

#### The main duties of this position are:

- Welcomes and attends to customers and verifies their concerns.
- Prepares and maintains proper transaction documentation. This includes but it is not limited to repairs orders, disclosures, follow up schedules, estimates and other documents related to the transaction.
- Follows up with the customer during the entire transaction.
- Supports and follows all of BML's service process and its updates. Includes the previously generally described subjects as well as all the detailed processes for the entire transaction.
- Voluntarily studies internally available information resources as part of the position responsibilities.

---

#### Education and Experience Requirements:

- High school diploma, GED, or equivalent
- Some college preferred.
- At least 2 years of experience as a service advisor or at least 5 years of experience in customer service in the retail environment.
- Experience and/or certification with a manufacturer preferred.
- Candidates without customer service experience will not be considered.
- Computer literacy is a must.
- Valid driver's license with an acceptable driving record
- Very good manners.
- Willing to learn.

---

Benefits include discounts at Gibbons Group of Companies, comprehensive medical insurance, contributory pension plan and an Employees Assistance Program.

Interested persons should apply in writing with references to:

**Jeffrey Borges**  
Head of Human Resources and Payroll  
**Gibbons Management Services Limited**

E-mail: [jborges@gibbons.bm](mailto:jborges@gibbons.bm)

**Closing Date**  
April 23rd, 2021

**BermudaMotors**