



Ken Mills Toyota

#1 Choice for locals

Trainee Service Advisor/Receptionist

Maroochydore- Full Time

Trainee Service Advisor

Job description

At Ken Mills Toyota, our Service Advisors play a vital role in creating an exceptional experience for our guests. As a Trainee Service Advisor / Receptionist, you'll be supported as you learn how to welcome guests, assist with service bookings, follow up on the progress of vehicle work, and help ensure a smooth handover at the end of the day.

This is an ideal opportunity for someone who is passionate about customer service and looking to grow their career in the automotive industry.

Who we're looking for:

You don't need previous experience as a Service Advisor – we'll provide all the training and support you need! But if you've worked in a customer-facing or administrative role, that's a bonus.

Our ideal team member will bring:

- A positive, customer-first attitude
- A friendly and professional approach
- A team player mindset
- Good computer skills
- Strong communication abilities
- A willingness to learn and take initiative

A day in the life of a Trainee Service Advisor includes:

- Greeting guests with a warm welcome on arrival
- Assisting with check-in of vehicles and confirming service details
- Communicating updates to guests throughout the day
- Supporting the service team with admin and coordination
- Helping finalise service paperwork and process payments
- Creating a great guest experience every step of the way



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Why join us?

- A competitive salary
- Ongoing training and career development
- Clear career progression opportunities
- Monthly team lunches
- Bonus structure and exciting development plans
- Family discounts on vehicles, servicing, and parts
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If you're ready to build a rewarding career in a fast-paced, supportive environment – and want to be part of a proud, locally owned dealership delivering Australia's #1 selling vehicles – we'd love to hear from you.

Job summary-We are seeking an enthusiastic, reliable, guest orientated Trainee Service Advisor to join our Maroochydore Service Team - apply now!

Key selling points

- All training provided
- Great location and team
- Work for family focused, local, genuine business

If you have the necessary skills and experience and feel you would be a great fit for our team, please apply now with your resume and a cover letter to-

blake.noffke@kenmillstoyota.com.au

***Applicants must have Australian working rights to be considered for the listed role.**

****Only shortlisted candidates will be contacted.**