

Order Number:

NY1617246

Date Job Order Received:

04/17/2026

Number of Openings:

1

Company Name:

Caskinette Ford

Job Title:

Service Writer

Minimum Experience Required:

6 months

Job Description:

Caskinette Ford Is Seeking a Service Writer/Consultant to Join Our Team in Carthage, NY. This Is Your Chance to Build a Solid Career in a Professional yet Fun Environment Where Hard Work Is Rewarded and Growth Is Encouraged. Service Advisor Responsibilities: Greet Customers Promptly and Courteously Listen Carefully to Concerns and Document Repair Needs Provide Accurate Cost and Time Estimates Before Work Begins Schedule Service Appointments and Maintain Repair Orders Set up Loaner Vehicles and Confirm Insurance When Required Advise Customers on Proper Vehicle Maintenance per Manufacturer Guidelines Communicate Additional Service Needs, Costs, and Timing Clearly Keep Customers Updated on Repair Progress and Changes Review Completed Work with Customers and Answer Questions Explain Warranty Coverage and Policies As Needed Support the Service Manager and Overall Team As Required Service Advisor Requirements: Valid Drivers License (Ability to Drive Manual Transmission Preferred) Strong Customer Service and Communication Skills Previous Experience at a Ford Dealership Is a plus Ability to Identify the Problem Quickly Knowledge of Automobiles Proven Record of Achieving Exceptional Customer Satisfaction Past Experience As a Service Advisor, Assistant Lane Manager or Service Consultant Is a plus Very Energetic Personality A Desire for a Long-term Career with a Growing Organization Personal and Professional Integrity Computer Skills and Willingness to Learn New Programs Ability to Learn New Technology and Repair and Service Procedures and Specifications Ability to Lift 50 Pounds and Work on Your Feet for Extended Periods of Time Ability to Work in a Fast-paced Environment Positive, Friendly Attitude High School Diploma or Equivalent.

Job Location:

Carthage, New York

Pay:

\$35,000.00 - \$60,000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer on-line:

Web-site:

https://www.indeed.com/viewjob?jk=8c53b170e5076b96&from=shareddesktop_copy