

WE ARE HIRING

External Vacancy



SENIOR SERVICE ADVISOR
LOCATION: WINDHOEK

Responsible for the full administration and service advisor function within Indongo Hino.

KEY PERFORMANCE AREA:

- Telephone Receptionist
- Achieve highest degree of customer satisfaction
- Receiving and assisting guests courteously
- Responsible for service bookings and scheduling of booked jobs
- Responsible for prompt and correct job/service quotations
- Responsible for open, close and costing of job cards
- Responsible for all Invoicing
- Liaise with technicians on vehicle status, workflow, and completion times
- Continuous communication with guests on service bookings and follow-ups
- Adhere to cash handling and work in progress processes
- Follow-up on Debtors
- Responsible for all general administration within the Service Centre
- Ad hoc tasks if, and when required

Candidates meeting the requirements as per advertisement may apply. Previously disadvantaged and persons with disabilities are encouraged to apply.

COMPETENCIES/SKILLS:

- Technical knowledge and understanding of commercial vehicles
- Exceptional communications skills
- Exceptional administrative skills
- Good time management skills
- Friendly & energetic attitude
- Highly professional
- Analytical

EXPERIENCE & QUALIFICATIONS

- Grade 12 Certificate
- Clear technical knowledge of commercial vehicles
- Minimum 5 years' experience as Service Advisor
- Minimum 2 years' experience as Senior Service Advisor
- Computer Literacy (MS Office and Evolve will be advantageous)
- Hino franchise experience will be advantageous
- Driver's licence (minimum Code B, higher is an advantage)

CLOSING DATE: 15 MAY 2026

Kindly submit your application to: https://jobopportunities.net/employer_info.aspx?SupplierId=MzgzMTQ=&prth_act=info



Indongo AUTOMARK
CERTIFIED PRE-OWNED VEHICLES

PART OF THE  **FRANS INDONGO GROUP**