

Service Advisor Apprenticeship - Skoda

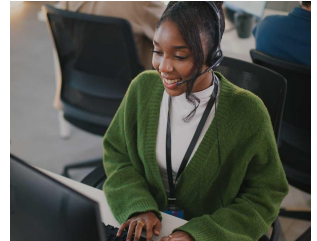
Location: **Huddersfield**

Posted: **13th August 2026**

Employer: **DM Keith**

Role type: **Apprenticeship**

Entry Requirements:



Our business started over 60 years ago and has been in the same family ever since. From our very humble beginnings, we have grown to be in the top 50 car dealers in the country. Across our 26 businesses we have a stable workforce of over 600 people, many of whom have been with us for years.

Business

Car dealership

Training provided

Level 2 Customer service practitioner

Pay details

National Minimum Wage rate for apprentices

Hours

40 hours per week

Requirements

- 3 GCSEs at grades 9-4 including English and maths
- Communication skills
- Attention to detail
- Organisation skills
- Customer care skills
- Problem solving skills
- Administrative skills
- Logical
- Team working
- Initiative

Minimum age

16

Description

The Service department is vital to the success of our business. Every day is different so the role will vary. Day-to-day tasks include:

- Arranging bookings and appointments, talking to customers both face to face and on the phone, communicating with the customer throughout the time that their vehicle is with us
- Completion of relevant paperwork for customer service and centre records, preparation of invoices, processing of warranty claims
- Liaison with all the relevant departments including workshop and management to deliver an amazing customer experience

- Assisting with the sale of accessories and service plans

How to apply

Please apply on the [Find an apprenticeship](#) website.

To enquire about this role:

