

Service Advisor Apprenticeship - Suzuki

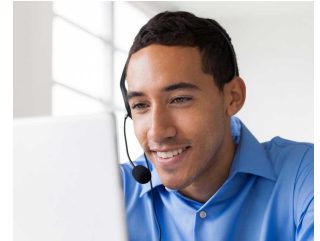
Location: **Bradford**

Posted: **18th 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 3 Customer service specialist

Pay details

National Minimum Wage rate for apprentices

Hours

40 hours per week

Requirements

- GCSE maths and English at grades 9-4
- Communication skills
- IT skills
- Organisation skills
- Customer care skills
- Problem solving skills
- Presentation skills
- Administrative skills
- Number skills
- Analytical skills
- Attention to detail
- Team working
- Initiative
- Patience
- Logical

Minimum age

16

Description

A Customer Service Advisor deals directly with customers and acts as a go-between between the customer and Service Technicians, scheduling vehicle service work. Including:

- Interpreting customer concerns and comments and liaising with technicians
- Booking / scheduling vehicle services
- Liaising with customers about any additional work required
- Estimating time and costs associated with repairs
- Handling customer complaints
- Responding to customer requests
- Tracking the vehicle through the workshop

How to apply

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

To enquire about this role:

