

## Service Advisor

**Posted By: Canadian Tire 287**

**Location: Yorkton**

**Salary: \$22.46-25.00 Per Hour**

**JOB ID : RJ6633576**

**Posting Date : 11-Mar-2026**

**Expiry date : 07-Sep-2026**

**Education : minimum of Secondary (high) school graduation certificate**

**Language : English**

**Vacancies : 1**

**Years of Experience : 3 years**

**Job Type : Full Time**

## Job Description

### Service Advisor (Noc 64409)

Are you looking for a job where you can learn, meet people, have fun, share your ideas and help customers in a family and diverse work environment? Would you like to join one of Canada's most iconic and trusted companies? We're 100 years young and we need you!!

**Job summary**

The Service Advisor works in a fast-paced Automotive Service Centre environment communicating directly with customers and Service Centre employees, managing customers' needs and expectations regarding auto service maintenance and repairs.

**Benefits:**

- An amazingly friendly team
- Continued career opportunities
- Profit-sharing (conditions apply)
- Employee discount
- Diverse, inclusive and safe working environment
- Work-life balance
- Flexible work hours
- Ongoing training and learning
- Scholarship opportunities
- Reward and recognition program
- Group benefit plan (conditions apply)
- On-site parking
- Public transportation nearby
- Free coffee
- Working for an employer that's involved in the community
- Working for a locally owned business
- And much more!!

#### **Responsibilities:**

- Greet, assist and thank customers in a friendly manner, over the phone and in person.
- Offer professional and knowledgeable advice to build customer trust and loyalty.
- Listen actively to identify customer's concerns and problems with regards to repair and maintenance of their vehicle.
- Prepare work orders and review the estimated costs with the customers.
- Manage customers' expectations of when their vehicle will be ready.
- Act as a liaison between customers and Service Centre employees.
- Schedule service appointments.
- Ensure compliance with Health and Safety regulations.

#### **Requirements / Skills**

- Knowledge of automotive mechanic
- Ability to work shifts (days, evenings, week-ends and holidays)
- Approachable
- Ability to handle physical demands including standing/walking for 8 hours while frequently lifting and carrying items, using a ladder, twisting, turning and reaching
- Ability to find solutions to problems, adapt and cope with challenging situations and make decisions
- Strong communication and interpersonal skills
- Strong computer skills
- Ability to plan, organize, delegate and follow-up on daily tasks
- Valid driver's license for province of employment
- Good working knowledge of COSTAR of 3 years or more
- Experience within role at Canadian Tire of 3 years or more

*Canadian Tire Stores encourage all applicants to verify job opportunities by visiting the official Canadian Tire careers website before submitting personal information or applications."*

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr.287@thetire.ca](mailto:hr.287@thetire.ca)**

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