

Position Description



Car Detailer

This position is to provide all vital service that is essential for the maintenance and upkeep of vehicles and fitment of basic after sales and factory required accessories. A professional of this job requires possessing technical knowhow, skill and expertise in the field of automobiles. The position will require you to usually work in the showroom, car service centre and car lot.

Familiar with various chemicals to be used on cars, very hard working and a fast learner.

Duties and Responsibilities:

- Cleaning, waxing, polishing and refurbishing old and new vehicles.
- Fitment of vehicle accessories
- Using necessary equipment for cleaning and servicing of auto parts.
- Maintaining the standard and quality of service of Kings Cars.
- Understanding and delivering to the specific requirements of the customers.
- Inspecting the vehicles thoroughly.
- Maintaining the proper functioning of all service tools and equipment.
- Reporting any damage, dent or spoil to the supervising manager.
- Coordinating all working with co-workers and team members.

Knowledge, Skills and abilities:

- Should possess excellent technical knowledge and skill about auto components.
- Should have the ability to effectively use and operate service machinery and tools.
- Good time management skills.
- Ability to understand the requirement of the customer.
- Ability to work in a team and coordinate work functions.

Customer Service:

- promote and maintain a positive organisational image and good community relations
- Provide quality customer service to both internal and external customers.
- Report to the Manager in a timely manner on issues and activities likely to influence desired outcomes and good customer relations.
- Maintain a neat and tidy appearance.

Teamwork:

- Participate in team meetings.
- Assist others and cooperate with your co-workers.
- Carry out other tasks as required by the team to ensure the team's effectiveness and efficiency.

Workplace Health & Safety

- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
- In accordance with Kings Cars work safe policy an Employee must ensure that they do not place themselves or others at risk of injury or illness.
These obligations will be met by:
 - Adhering to WH&S obligations and adopt sound work practices.
 - Following all safe working procedures and practices designed for the work.
 - Reporting or advising management to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work related condition or practice.
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and when requested assist the manager and other workers in the risk assessment of workplace hazards.

Education / Qualifications / Licences:

- Experience of about 3 to 4 years in auto detailing activities would be preferred but is not essential.
- Current drivers licence.

