



Tel: +264 6323 2184
Cell: +264 81 148 6306
Email: manager@glmechanic.com

Town Garage, Industrial Road
Oranjemund, Namibia
P.O. Box 1863

JOB VACANCY: SERVICE ADVISOR / WORKSHOP CONTROLLER

Location: Oranjemund
Job Type: Full-time
Start Date: 1 April 2026

GL Mechanical Services is looking for an organised and customer-focused **Service Advisor / Workshop Controller** to join our busy mechanical workshop. The successful candidate will be responsible for coordinating workshop bookings, managing job flow, and providing excellent service to customers and internal stakeholders.

Key Responsibilities

- Act as the main point of contact for customers: bookings, enquiries and job updates.
- Open and manage job cards, ensuring accurate capture of customer complaints and work required.
- Plan and allocate work to technicians, controlling job flow and workshop capacity.
- Prepare cost estimates/quotations and obtain customer approval before work proceeds.
- Monitor progress of jobs, keep customers informed, and manage promised delivery times.
- Check completed work against job cards and ensure correct labour and parts are charged.
- Process invoices and ensure all documentation is complete and filed correctly.
- Support workshop management with reporting, scheduling and general administration.

Requirements

- Previous experience as a Service Advisor, Workshop Controller or similar role in a mechanical/automotive workshop.
- Good technical understanding of vehicles/mechanical systems (trade qualification an advantage).
- Strong customer service and communication skills (verbal and written).
- Excellent organisational skills with the ability to prioritise and work under pressure.
- Computer literate with experience in workshop management or dealer systems.
- High level of accuracy and attention to detail.
- Valid Code of Conduct

Preferred Attributes

- Experience in light vehicles / trucks / buses.
- Ability to interpret job cards, service schedules and technical information.
- Proven ability to manage multiple jobs and deadlines simultaneously.
- Sage pastel accounting experience

How to Apply

Please send your CV and a brief cover letter to:

Email: manager@glmechanic.com

Subject Line: Service Advisor / Workshop Controller Application – Your Name and Surname

Application deadline: 26 February 2026 Only shortlisted candidates will be contacted.