



**SERVICE WRITER
DARTMOUTH, NS**

Parts for Trucks is Atlantic Canada's leading distributor of heavy-duty truck and trailer parts, operating 16 sales outlets and 5 service centres throughout the region. We supply parts, truck-mounted equipment and repair service to customers across all areas of the trucking industry. We have a **temporary** opening for a **Service Writer** in our **Dartmouth, N.S.** location.

Responsibilities Include:

- Greet customers and respond to inquiries. Obtain details of vehicle repair needs, schedule appointments, and initiate bookings for routine maintenance.
- Prepare work orders on computerized system, record details on completed jobs, and follow-up on outstanding items. File and maintain accurate shop records.
- Interact with customers, technicians, foremen and the Service Manager to verify work order details and provide updates.

Qualifications:

- Completed Grade 12 and a Service Writer training program, with one year of similar experience, or a combination of training and customer service experience.
- Strong customer service and communication skills are required, in addition to good organizational skills, attention to detail and efficient record-keeping skills.
- Basic computer skills (MS Office, E-mail, and Internet) required; experience with computerized business systems preferred.
- Knowledge of the automotive or heavy-duty truck/trailer service industry a definite asset.

Parts for Trucks offers a competitive compensation plan, including group benefits and a registered pension plan. To express your interest in this opportunity, apply with a resume to:

Karen Larter, Human Resources Generalist
Parts for Trucks
15 MacDonald Avenue
Dartmouth, NS B3B 1C6
HR@partsfortrucks.com
Fax: 902-468-7072

Parts for Trucks is an equal opportunity employer. We value a diverse and inclusive workplace and are committed to equitable hiring practices. We thank all applicants for their interest. Only those selected for interview will be contacted. Visit our website at www.partsfortrucks.com.

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