

KingKar Auto Service would like to invite qualified, enthusiastic individuals with a passion for automobiles to apply for the following career opportunity:

Automotive Service Writer

Reporting to the Service Manager, the Automotive Service Writer is responsible to ensure all customers are provided with top-notch customer service, consultation and explanation of required vehicle services. The incumbent ascertains automotive problems and services by listening to customers' descriptions of symptoms, clarifying description of problems, conducting inspections, checking vehicle maintenance records and examining service schedules. Responsibilities for this position include, but not limited to the following:

- Develop estimates by costing materials, supplies and labour
- Create work orders, arrange bookings and communicates these to technicians
- Take payments from customers when job is completed
- Ensure paperwork is completed promptly and correctly
- Order supplies and parts
- Receive supplies and parts and manage inventory

As the successful candidate, you are a highly trusted, detail oriented individual who has the ability to work as a part of a cross-functional team in a fast-paced environment with the following qualifications:

- High School Diploma or GED
- Minimum 2 years' experience as a Service Writer/Advisor
- Extensive knowledge of common auto terminology
- Strong attention to detail and excellent organizational skills
- Excellent communication (both verbal and written) and interpersonal skills
- Well versed with computers and mathematics
- Safe lifting (up to 50 lbs), kneeling, pushing, pulling and stretching are all required to fulfill duties
- Valid Class 5 provincial driving license
- Clear driver's abstract
- Criminal Record Check

This is a full-time position, with salary and benefits which commensurate with qualifications and experience.

If you are interested in this exciting career opportunity with KingKar Auto Service, please forward a professional resume with covering letter by email to jobs@kingkar.com

KingKar Auto Service is an equal opportunity employer. We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.