



We have an immediate opening for a

Service Writer

At our Winnipeg, MB location!

Under the direction of the Service Manager, this key team player is responsible for the effective administrative support of the service department, providing exceptional customer service.

Primary functions include:

- Creation, tracking and maintenance of service department's paper flow
- Accurate record keeping
- Coordination of customer equipment drop offs, pickups, and deliveries
- Updating vehicle maintenance records
- Verifying warranty eligibility
- Repair follow-up calls
- Reviewing bills for accuracy and processing customer payments

Must have: safety conscious approach to all work, excellent time management skills, effective customer communication skills, the ability to multi-task, and reliable attendance. A minimum of Grade 12 or equivalent is required. Working knowledge of warranty programs/claims, knowledge of Microsoft Word, Excel, and Outlook, and attention to detail are required.

The successful candidate must be a team player. Preference will be given to those with 3 years experience in a similar role.

This is a **permanent, full-time** position. We are proud to offer a comprehensive benefits package and employee RRSP contributions matching program.

We thank all those who apply, however only candidates selected for an interview will be contacted.



Join Our Team!

TO APPLY, EMAIL :

CAREERS@MAZERGROU.PCA

WWW.MAZERGROU.PCA