



Service Writer / Coordinator

Job Description

Overview

Superior Onsite Service Inc, a division of Cart Mart Inc, a well established, family owned and operated Golf and Utility Vehicle company is looking to strengthen its service department. We are looking for a hard working Customer Service Professional interested in becoming a part of our growing business. Daily Tasks include: Answering phones, scheduling service, dispatching, invoicing, parts ordering, and estimates.

Requirements

The ideal candidate will possess the following attributes: proficient with Microsoft Office, excellent oral and written skills, knowledge of automotive/mechanical repairs, excellent organizational and time management skills, thrive in a fast paced environment, integrity, motivated to succeed and become a leader in the company.

Only Candidates with the following experience will be considered:

- Automotive repair
- Auto parts sales
- Service writing
- Customer service
- Golf Cars & Industrial vehicle sales or service
- Dispatching
- Equipment rentals or sales
- Management
- Field service
- Motorcycle parts, repair

This is a full time job. 40 hours a week M-F. Benefits include vacation and company matching 401K.

Please send cover letter and resume with salary history and requirements to resume@cartmart.com. Resumes without salary history will not be considered. No phone calls please.