



# **JOB OPPORTUNITY**

## **Service Tower Operator**

Based at: Pacific Circle  
Reporting to: Service Manager  
Shift: Weekend Days

### Responsibilities:

- Informs and works with Service Advisor to maintain shop capacity and appointments
- Review repair orders with Foreman to ensure time and parts charged are correct
- Update estimates on repair orders to maintain control of credit situations
- Follow up with customer with any additional work required/back ordered part is in etc.
- Obtains PO's from accounts when closing repair order when required

### Qualifications:

- Minimum 5 years licenced Truck Technician
- Product knowledge an asset
- Commitment to customer satisfaction
- Strong organizational and communication skills
- Computer literate

Interested applicants apply in writing to:

(Please include your qualifications and the reasons as to why you are interested in this position)

