



Jeff's RV & Custom Installations  
 731B Hwy 552 W, Goulais River, On.  
 705-649-1111  
 jeffsrv.ca

<b>Job Title:</b>	<b>Customer Service/Warranty Writer (Parts &amp; Service Department)</b>
<b>Terms of Employment:</b>	Permanent, Full Time – Available to start immediately
<b>Salary:</b>	Competitive salary based on knowledge & experience, productivity bonus, flexible vacation schedules, & opportunities for paid, on the job training.
<b>Location:</b>	Goulais River, Ontario ( 1 vacancies )
<b>Reports to:</b>	Jeff & Linda Stewart (Owner/Operator)
<b>Experience:</b>	Must have a min of 2 years' experience as a Service Writer
<b>Business Equipment &amp; Computer Applications:</b>	Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Internet browser
<b>Essential Skills:</b>	Ability to work well under pressure & change direction as needed, Accountable & punctual self-starter, Customer-centric approach with great attention to detail, Excellent interpersonal, collaborative, & communication skills, Positive, team-oriented attitude, Willingness to contribute to a dynamic, changing, & diverse organization.
<b>Job Responsibilities:</b>	Complete work orders (from customer complaint to receiving payment), Readily greet customers & assure them of prompt service, Advise customers on timeframes & order updates; as well as, maintenance & care of their vehicles, Work to ensure the overall flow, organization & cleanliness of the Parts & Service Department, Assist team members as needed, Locate parts for technicians, Handle phone/email inquiries; responding in a timely manner, Submit claims & extended service plans to manufactures & insurance companies & follow up to ensure timely payments, Proactively build relationships with new & existing clients using customer- centric approaches.
<b>Qualifications:</b>	Professional appearance & manners, ability to effectible communicate verbally & in writing, Must have a valid driver's license, & be bondable, with clean criminal record & driving abstract check.
<b>COVID-19 Related:</b>	Adherence to social distance guidelines & PPE use as set by the Province and/or APH, Cleaning, disinfecting & sanitizing practices are in place and the responsibility of all team members, All employees are required to be double vaccinated upon hiring.
<b>Employer:</b>	<p>Jeff's RV is an equal opportunity employer &amp; employs personnel without regard to gender, age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family or marital status, gender identity, gender expression, or sexual orientation.</p> <p>Jeff's RV is committed to providing employment accommodation in accordance with the AODA &amp; the Ontario Human Rights Code. If you require an accommodation to apply, or if selected for assessment or employment, please advise Jeff's RV 705-649-1111, jeffsrv.ca.</p>
<b>HOW TO APPLY:</b>	<p><b>Must send resume via e-mail to <a href="mailto:jeffsrv.employment@gmail.com">jeffsrv.employment@gmail.com</a></b></p> <p>Only those selected for interview will be contacted.</p> <p><b>*All Applications Will Be Kept Confidential*</b></p>