



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Service Writer (EP220601-01)

Location: Marion, Illinois

Salary: TBD

Job Description

Employer in Marion is seeking candidates for a Service Writer position to work in their Express Side Service Department. Qualified candidates must have a positive and enthusiastic attitude, strong attention to detail, computer experience, clean driving record, excellent communications skills and professional appearance. Have a desire to grow with our company, a leader in a fast-paced diesel maintenance truck shop industry. Diesel maintenance truck shop experience would be helpful but is not required.

Responsibilities

- Greeting customers, assisting them with inquiries they may have regarding their vehicles, and writing service tickets as necessary
- Maintain and contribute to efficiency throughout assigned jobs.
- Operating daily functions to ensure customer needs are met in a timely and efficient manner
- Assigning work orders to the proper skilled technician to ensure the highest quality work is obtained
- Dispatching service and towing calls to proper skilled technicians to ensure the highest quality work is obtained
- Properly completing work orders
- Receiving payment and posting the payment properly to the work orders
- Assist with getting parts for Service Technicians for more efficient time spent on jobs
- Data entry
- Manage technicians
- Keeping work area neat and tidy
- Keep the shop clean and supplied with all necessary equipment needed

Physical Demands

To adequately perform the duties of this job, the employee is regularly and routinely required to sit, stand, walk, stoop, use hands, listen/hear, and talk. The employee frequently is required to reach with hands and arms. The employee must be able to climb ladders, work in hot and cold environments, and work in small crawl spaces. The employee must regularly lift and/or move up to 100 pounds.

Work Environment

The noise level is usually loud but will vary. Continual interruptions and changing priorities will present a daily challenge to an employee. This job requires the employee to often work outside, sometimes in extreme temperatures, so an employee must take precautions to remain safe in all weather conditions. Make sure to dress appropriately and/or have the needed weather attire to

change into at a moment's notice.

Requirements

- Attendance, on time for scheduled shift
- Must be able to lift 100 pounds
- Must have a clean driving record
- Understand and follow proper safety techniques.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to:
EmilyPerks@mantracon.org

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