

Huron Tractor is one of John Deere's largest partners in Canada, with nine locations servicing Southern Ontarians from East to West.

Our approach to business has always put the customer first. We're proud to serve a community of customers that spans agricultural and commercial organizations to homeowners, with one of the largest inventories of machines and parts in Canada.

## **Service Writer**

Location: Stayner, Ontario  
Position Type: Full-Time Permanent

### **Job Responsibilities**

- Fields internal and external customer inquiries to the Service Department
- Opens work orders as directed by the Service Manager and maintains control until they are closed and invoiced
- Maintains the service library with current information under the direct supervision of the Service Manager
- Maintains Service Department filing and records
- Updates customer profiles using equipment, hours, or other information from the customer work orders
- Maintains accessories and supplies and prepares replacement orders
- May prepare Service Technician efficiency reports & process warranty and/or product improvement claims

### **Required Skills and Qualifications**

- Basic knowledge of accounting practices
- Ability to use standard desktop load applications such as Microsoft Office and internet functions
- Knowledge of office procedures
- General understanding of mechanical/technical terms and agriculture is preferred
- High School Diploma or equivalent

Please forward your resume with cover letter stating how your qualifications and experience fit with the position to [hr@hurontractor.com](mailto:hr@hurontractor.com) by January 26, 2018. We thank all for applying however only those selected for an interview will be contacted.

**Huron Tractor is an equal opportunity employer and welcomes applicants from all backgrounds to apply  
"Accommodations will be made for applicants with disabilities"**