

**Grow with us, and have a part in making Huron Tractor the “Right Choice” for our Customers!**

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: Exeter, Ontario

Position Type: Contract – 12 months

### **Job Responsibilities**

- Fields internal and external customer inquiries to the Service Department
- Works with technicians to sign off on completed work orders in preparation for invoicing
- Responsible for tracking technician hours for payroll
- Processes warranty and/or product improvement claims
- Closes and invoices all service department workorders
- Completes month end processes
- Opens work orders as directed by the Service Manager and maintains control until they are closed and invoiced
- Maintains Service Department filing and records
- Updates customer profiles using equipment, hours, or other information from the customer work orders
- Ability to work on a Saturday rotation, as well as extended hours during seasonal demands
- Other duties as assigned

### **Required Skills and Qualifications**

- Basic knowledge of accounting practices
- Ability to use standard desktop load applications such as Microsoft Office, Excel and internet functions
- Knowledge of office procedures
- Experience with and/or knowledge of Ag/Turf Equipment would be an asset
- 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 September 18, 2020. This is to cover a 12-month contract. 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”**