

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: Stayner, Ontario
Position Type: Full-Time Permanent

Why Huron Tractor?

It’s the people that make a difference, and we believe in developing the best.

In order for Huron Tractor to develop the best, we offer the following:

- Great training opportunities through John Deere, as well as internal training
- Competitive compensation
- RRSP’s and extended benefits
- Bonus Programs
- Employee Discounts
- Excellent team environments with a Social Committee that plans great events

Job Responsibilities

- Fields internal and external customer inquiries to the Service Department
- Schedules and coordinates equipment repairs
- Opens work orders as directed by the Service Manager and maintains control until they are closed and invoiced
- Works with technicians to sign off completed work orders in preparation of invoicing
- Monitors and maintains in house trucking schedule and dispatches customer and internal deliveries as needed
- 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
- Processes warranty and/or product improvement claims
- Ability to work on a Saturday rotation as well as extended hour flexibility 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 and internet functions
- Knowledge of office procedures
- General understanding of mechanical/technical terms and agriculture is preferred
- High School Diploma or equivalent

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

Please forward your resume with cover letter stating how your qualifications and experience fit with the position to hr@hurontractor.com by September 16th, 2020. We thank all for applying however only those selected for an interview will be contacted.