



Service Writer

Full-time Position

Salary: DOE

Benefits offered

Locally Owned and operated Dealership, looking for a Service Writer. Must be energetic and ready to learn!

We are a hardworking, fast-paced TEAM. We need someone honest, energetic, dependable, and willing to learn and grow with our company.

Responsibilities include, but not limited to:

- Setting, confirming and preparing for appointments to expedite the customer's service experience
- Greeting customers in a timely and friendly manner
- Perform accurate write-up of customer concerns
- Producing repair orders for customers with full transparency including cost and time estimates
- Communicating frequently with Technicians and Parts Associates to ensure timely completion of work
- Follow-up with customers on the status of their vehicle
- Gaining superior product knowledge to effectively help customers with service maintenance requirements and warranty information

Qualifications

- Be able to work as part of a TEAM
- Ability to thrive in a fast-paced environment demonstrating communication and interpersonal skills
- Computer Savvy
- Strong desire to provide an exceptional customer experience.
- Ability to achieve targeted goals
- Valid in-state driver's license and must maintain an acceptable, safe driving record
- Must pass pre-employment drug testing

Please do not apply in person!

To apply: Please email your application and resume to nancy@tehamatire.com **ONLY**