

# BUILD YOUR FUTURE

www.arwilliams.com



A.R. Williams Winnipeg is Currently Accepting Resumes for the Position of:

## Service Coordinator

### We're looking for someone who:

- Generate repair orders and ensure thorough and accurate labour descriptions from service technicians
- Coordinate planning maintenance programs
- Prepare and type quotes for the service department
- Provide excellent customer service and maintaining customer contacts
- Ensure work is completed efficiently and on time
- Take ownership of and successfully resolve problems as required
- Is proficient with computers and MS Office applications including Word, Excel and Outlook

### We'll give preference to individuals with:

- Experience coordinating work for shop and road technicians in an industrial / automotive environment
- Experience generating customer repair orders and providing accurate work performed descriptions
- Experience preparing written quotes and repair estimates
- Experience maintaining preventative maintenance programs.
- Passion for delivering excellent customer service and working in a team environment

### We'd like to offer you:

- An exemplary health, EAP, dental and optical benefits package
- A competitive pay scale supplemented with a generous stock purchase plan
- A fulfilling career where you can relate to and engage with an incredible team

AR Williams Material Handling a division of Cervus Contractors Equipment is a Canadian owned and operated forklift dealership with nine locations throughout Alberta Saskatchewan and Manitoba.

If you've got a great attitude and integrity, we can offer you exciting career opportunities. To apply, e-mail your resume to [careers@cervuscorp.com](mailto:careers@cervuscorp.com).

A Division of:

