

Tantramar Chevrolet Service Dispatcher

Tantramar Chevrolet is currently seeking a Service Dispatcher for their dealership in Amherst, NS.

The candidate for this position must possess the following:

- * Desire to work in a Service Department where team work and customer satisfaction is #1
- * Be well organized; possess a good work ethic and a positive attitude
- * Hardworking, self-motivated and have excellent time management skills
- * Excellent communication skills

Responsibilities will include:

- * Receiving Repair Orders from the Service Advisors
- * Prioritize work according to service required, Technician and/or parts availability
- * Ensure work flows through the shop in an orderly and productive manner
- * Verify that all work has been completed
- * Flag selected Repair Orders for Shop Foreman to inspect for quality workmanship
- * Returns Repair Order and Keys to Service Advisor for closing of Repair Order
- * Warranty Processing
- * Coordinates special order parts requirements with Parts Department
- * Participate in Service Training Courses as required
- * Other duties as assigned by Service Manager

Rewards:

The Steele Auto Group offers a competitive salary and incentive plan with full medical, dental and related company benefits. If you are looking for a challenging opportunity and a great place to work, you are invited to submit your resume in confidence to hr@steeleauto.net

About the Steele Auto Group (www.steeleauto.com)

The Steele Auto Group is a highly successful organization that has continued to build upon its reputation for great customer service and for being an employer who values loyalty, hard work and integrity