



THE RIGHT PEOPLE. THE RIGHT BUS.

Job Description

Service Writer

We are currently looking for a full-time **Service Writer** to join our team based in Surrey, BC. Reporting to the Service Manager, the Service Writer will act as a liaison between Dynamic and customers to coordinate vehicle servicing requirements.

Join us and be part of an amazing team that fosters trust and collaboration. We offer a competitive salary, company bonus, comprehensive benefits package, pension, on-site fitness facility and an excellent work environment.

Responsibilities:

- Schedule repair and maintenance appointments
- Answer and respond to service calls and emails
- Create repair orders with specific details
- Keep service record and files organized and up-to-date
- Track and monitor service repairs and maintenance
- Develop and maintain customer rapport
- Assist with technician parts ordering

Education, Experience, and Requirements:

- Strong organization skills with the ability to prioritize tasks
- Valid driver's license and clean drivers abstract
- High school diploma or GED equivalent
- Excellent interpersonal and communication skills
- Strong attention to detail
- Maintains a calm and professional demeanor under pressure
- Previous experience in parts, service, or mechanical knowledge is an asset
- Proficient computer skills