



SERVICE WRITER

Bobcat of Northern Virginia, a division of Winchester Equipment Co., a growing company selling, renting and servicing top-of-the-line construction equipment, has an immediate opening for a Service Writer.

Our ideal candidate will be responsible for:

- **Answering phone calls, intake of customer's description of equipment issue**
- **Repair order management**
- **Scheduling Service appointments and assigning to technicians**
- **Providing cost and time estimates for repairs**
- **Communicating the customer's concerns to the technicians**
- **Keeping the customer informed of their equipment's status**
- **Customer Satisfaction**

Requirements:

- **Highly motivated and goal driven**
- **Excellent Customer Service skills**
- **Excellent telephone and computer skills**
- **Should be able to lift up to 50 lbs.**
- **Attention to detail and accuracy**
- **Prior experience with construction equipment preferred**

We offer competitive wages and a comprehensive benefits package including Health, Dental and Life Insurance, 401(k) Retirement Savings Plan w/Company Match, Profit Sharing Plan, PTO / Paid Holidays, Boot Allowance, Training & Development

JOIN OUR TEAM!

Please complete an online application with resume directly by clicking on the following button:

[APPLY HERE»](#)

Bristow, VA

EOE | Tobacco-Free Workplace