



## SERVICE WRITER

Winchester Equipment Co., a growing company selling, renting and servicing top-of-the-line agricultural, construction, material handling and outdoor power 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>](#)

Winchester, VA  
EOE | Tobacco-Free Workplace