

COME JOIN OUR TEAM

**IN
OUR** International® Truck
and IC Bus® Dealer
Network


**JOIN
OUR TEAM
TODAY!**

Service Administrator

Richwil Truck Centre Ltd. is seeking a highly motivated, experienced individual with a strong work ethic and a focus on customer service to join our Fredericton team's ever growing Service Department, and gaining the supportive role as *Service Administrator*. The Service Administrator is an integral & vital part of the Service Department, and are responsible for the day-to-day processing of invoices and service records, data entries, reviewing all service invoices for accuracy, answering phones, process electronic quote documents, reliable for posting of billable time and more.

Qualifications:

- Customer Service Focused
- Excellent Communication Skills
- Experience in data entry and/or similar posting in Automotive
- Good organizational skills
- Capable of multitasking
- Willingness to work in a team environment
- Commitment to a safe workplace
- Strong computer skills
- Knowledge of Microsoft Office
- CDK/ADP software and experience in the trucking industry is considered an asset

 FREDERICTON
15 Timothy Ave South
Hanwell, NB E3C-2B7

 www.richwil.com

 1-833-665-4260





RICHWIL TRUCK CENTRE



Compensation Includes:

- Competitive industry salary, based on experience and qualifications.
- Paid training opportunities
- Employee incentive bonus
- Paid vacation/personal days
- Boot Allowance
- Group health benefit plan
- RRSP benefit plan
- Dedicated team to help you succeed

Interested in joining us? Apply by emailing your resume and cover letter to tpotter@richwil.com

We thank all those who respond, however only those given further consideration will be notified.



Interested in joining us?
Contact us at:

Email: tpotter@richwil.com
Call: (506) 449-0313
www.richwil.com



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