



## NOW HIRING

# SERVICE MANAGER

"Farmstead Division"

### Job Overview

Co-ordinate Farmstead service and installation work to improve both customer service and employee efficiency and thereby improving overall dealership professionalism

### MAJOR RESPONSIBILITIES:

- Assist with all Farmstead Service Orders and schedule work with appropriate personnel.
- Assist with reviewing all Sales Orders involving Farmstead Installation with the Operations Manager to coordinate installation schedule dates.
- Assist with reviewing Farmstead Sales Orders with sales personnel to ensure customers' expectations will be met when the installation is complete.
- Work with the Inventory Department to ensure accuracy of the inventory being delivered and items being invoiced. Direct the paperwork through to the appropriate departments for processing.

### Skills & Abilities

- High School Diploma or Vocational equivalent.
- Experience in a related position. Supervisory experience an asset.
- Computer experience including Business Management software, email and accessing and researching the internet.
- Excellent interpersonal and communication skills.
- Customer relations/sales skills
- Ability to manage and build a motivated team.
- Ability to work cohesively with employees and managers as part of a team.
- Detail oriented and excellent organizational and multi-tasking skills.
- Ability to meet timelines and deadlines and uses time effectively and efficiently.
- Ability to work efficiently and effectively under pressure with simultaneous deadlines.
- Demonstrates the ability to frequently take initiative. Assists others and takes action.
- Advanced Knowledge of the Ontario Occupational Health & Safety Act and Industrial Establishment Regulation.
- Work overtime Hours as required.

***Applicants will join a team but must be able to work independently. We offer competitive wages, benefits and an RRSP Program.***

If you are interested in joining a dynamic, progressive, detail-oriented team who are dedicated to Customer Service and quality workmanship please e-mail your resume to:

**[info@conestogoagri.ca](mailto:info@conestogoagri.ca)**

*"We thank all applicants for their interest, however, only those selected for an interview will be contacted"*