

Great Career Opportunity

Warranty/Standard Job Pricing/ Service Clerk

Location: Austin, MN

Responsibilities include administrating the warranty claim process to maximize administrative efficiency and return on warranty claims; provide consultation and training to the service and parts department on all matters related to warranty; assist with the implementation of standard job pricing, and building and maintaining the pricing database for all locations; assist the service manager in maintaining accurate and on-time reports and records relative to the service department's operation within the location.

Main Requirements

- ✓ 2+ years' experience in Service Department operations
- ✓ General understanding of mechanical/technical terms
- ✓ Outstanding interpersonal and customer service skills
- ✓ Ability to work in a team environment
- ✓ Self-motivated, willingness to learn, attention to detail
- ✓ Basic knowledge of accounting practices & office procedures
- ✓ Ability to use standard desktop load applications
- ✓ High School Diploma or equivalent
- ✓ Valid driver's license is required

About SEMA Equipment

SEMA Equipment, Inc. is a multi-location John Deere Dealership with eight Minnesota locations; Spring Valley, Plainview, St. Charles, Wanamingo, Le Roy, Austin, Northfield and Caledonia.

Apply

Online at www.semaequip.com and click on Careers. Or email your resume to amueller@semaequip.com, Subject: Warranty/Standard Job Pricing/Service Clerk.

SEMA Equipment is an equal opportunity employer.

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