

Service Writer

Team Motorsports

1890 Mid Valley Drive

De Pere, WI 54115

Job Details

Job Type: Full-time

Number of hires for this role: 1

Full Job Description

Team Motorsports is looking to hire a high energy power sports enthusiast for a Tuesday through Saturday Service Writer position! We are a full service motorcycle, ATV, UTV, watercraft, snowmobile and scooter dealer located in De Pere, just south of Green Bay. We carry Yamaha, Honda, Kawasaki, Suzuki, Polaris, KTM and are looking to add to our professional service staff.

If you love motorcycle's, ATV's or anything FUN and you are looking to join a great Team, then we might have just the right opportunity for you! Our ideal service writer needs to have great communication skills, he/she must work well in a group and must have a passion for power sports. We are looking for someone that has experience in power sports service writing and basic computer skills! Apply with us and let us know why you would be the perfect fit! Please include experience level. We look forward to hearing from you!

Responsibilities

- Work with customers to obtain needed information to repair their machine
- Communicate with the customer while their machine is in for service
- Keep paper work and work area well organized
- Look up all parts for the repair work with the technician
- Most importantly, provide exceptional customer service

Qualifications and Skills:

- Service writing skills (Required)
- Typing and basic computer skills (Required)
- Customer service skills (Required)
- Mechanically inclined (Preferred)

Benefits

- 401(k) with company match
- Dental & Health insurance
- Employee discount
- Paid time off & Paid Holidays
- Profit sharing

Schedule

- New scheduling that will offer Sunday and Monday off every week! ***some restrictions apply***