



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Service writer

Job ID	5000452260306-7673	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=5000452260306-7673">https://careers.indigenous.link/viewjob?jobname=5000452260306-7673</a>	
Company	United Rentals	
Location	Ottawa, ON	
Date Posted	From: 2019-01-17	To: 2050-01-01
Job	Type: Full-time	Category: Transportation

### Description

United Rentals, the largest equipment rental company in the world, is offering an exciting opportunity for a Service Writer who is ready to grow their career with the leading company in the industry. To continue our tremendous success and unparalleled growth, we are searching for qualified and ambitious individuals who are responsible for the service and maintenance related administrative duties. Responsibilities will include: \* Work order completion \* Technician time tracking \* Warranty recovery \* Preventative Maintenance Currency You will also be asked to be responsible for work schedules, maintaining equipment files, processing service related invoices, handling customer inquiries and keeping the service department informed with respect to service bulletins and general information. Excellence in this challenging and rewarding position will allow for learning and advancement into higher levels of operation and management roles. To be qualified, all applicants should have 1-2 years of experience in a shop or service environment. Basic knowledge of construction equipment, mechanic aptitude, basic computer skills, and a strong desire to learn. The ideal candidate will be a team player and possess strong interpersonal and communication skills. Superior customer service remains the backbone of United Rentals, therefore your willingness and ability to provide this to each customer makes you a top-notch candidate. A high school diploma is required. United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled

For more information, visit United Rentals for Service writer