



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.Links 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

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Service Writer - CES

Job ID	65088-2981	
Web Address	https://careers.indigenous.link/viewjob?jobname=65088-2981	
Company	United Rentals	
Location	Windsor, Ontario	
Date Posted	From: 2024-06-18	To: 2050-01-01
Job	Type:	Category: Transportation

Description

Great company. Great people. Great opportunities. If you'd like the chance to make your mark with the world's largest equipment rental provider, come build your future with United Rentals! As a Service Writer - Customer Equipment Solutions (CES), you will be responsible for service and maintenance related administrative duties. These duties include but are not limited to work order completion, technician time tracking, warranty recovery and preventive maintenance currency. You are also responsible for scheduling, maintaining equipment files, processing service related invoices, handling customer inquiries and keeping the service department informed with respect to service bulletins and general information. What you'll do:

- Work Order Completions, such as opening and closing work orders with accurate information
- Technician Time Reporting, ensure all paid hours available for work are recorded accurately and timely
- Ensure that all tasks eligible for warranty are created and submitted for warranty
- Monitor warranty reporting to ensure that all claims are properly brought to closure
- Run Preventive Maintenance reports and schedule work as appropriate to maintain a high level of fleet currency
- Handle equipment maintenance related issues with a high sense of urgency
- Keep Management informed of customer concerns
- Ensure all service-related invoices are properly coded within the correct General Ledger
- Other duties assigned as needed

Requirements:

- High School diploma or equivalent
- Valid driver's license with acceptable driving record
- 1 - 2 years experience in a shop or service environment
- Basic computer skills
- Attention to detail
- Ability to multi-task in a busy environment
- High sense of urgency with respect to customer service
- Superior customer service, teamwork and verbal/written communication skills

This position is deemed Safety Sensitive for purposes of United Rentals' policies and procedures. Why join us? We don't just "talk the talk!" We're an award-winning company (recently named a Glassdoor Best Place to Work in 2023) that truly cares about our people - That's why we offer best-in-class benefits and perks that will support you and your family. In addition to our health and financial plans, we also offer:

- Paid Parental Leave
- United Compassion Fund
- Employee Discount Program
- Career Development & Promotional Opportunities
- Additional Vacation Buy Up Program (US Only)
- Early Wage Access through Payactiv (US Hourly Only)
- Paid Sick Leave
- An inclusive and welcoming culture

Learn more about our full US benefit offerings here. Mutual respect for the dignity and fundamental rights of all persons

defines our culture. United Rentals, Inc. is an Equal Opportunity Employer and makes employment decisions regardless of race, color, religion, sex, national origin, age, genetic information, citizenship status, veteran status, sexual orientation, gender identity, disability, or any other status protected by law. If you need a reasonable accommodation at any point of the application process, please email careers@ur.com for assistance. United Rentals consists of a wide variety of roles with different duties and responsibilities. The actual pay rate offered to candidates varies depending upon a wide range of factors including specific position, education, training, experience, skills, and ability.

For more information, visit [United Rentals for Service Writer - CES](#)