



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Service Writer - Suncor Base Plant

<b>Job ID</b>	<b>11092-5576</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=11092-5576">https://careers.indigenous.link/viewjob?jobname=11092-5576</a>	
<b>Company</b>	United Rentals	
<b>Location</b>	Tar Island, Alberta	
<b>Date Posted</b>	From: 2021-03-04	To: 2050-01-01
<b>Job</b>	Type: Full time	Category: Transportation

### Description

Great company. Great people. Great opportunities.

At United Rentals, the largest equipment rental company, we believe that it takes great employees to build a great organization - and we're passionate about helping our people grow professionally and embrace teamwork in everything they do. Our culture is based on our corporate values and centers on mutual respect, job satisfaction, diversity and a shared responsibility to build a better future. We believe in:

Hiring and retaining exceptional employees at every level

Providing training, development and career planning  
Instilling the belief that our customers are key to our long-term success  
Encouraging a strong sense of responsibility, involvement and commitment  
Recognizing and rewarding both individual and team efforts  
As a Service Writer at United Rentals, 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. Your strong work ethic, reliability and positive attitude will make you an asset to our branch and entire organization. If you would enjoy the chance to make your mark with the world's largest equipment rental provider, consider a future with United Rentals. You will be supported by a strong management team that will help you achieve your goals. Excellence in this challenging and rewarding position paves the way for advancement opportunities. Additional duties include the following:

- 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

### Job 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

What's in it for you  
U.S. Full Time roles: Best in class benefits offering includes medical, dental, vision, flex spending and health savings accounts; 401(k) retirement with company match; life and disability insurance; and paid time off including sick, vacation, holidays, and paid parental leave. Comprehensive training and development and

career growth opportunities. U.S. Part Time roles: Benefits offering includes 401(k) retirement with company match/RRSP; paid time off including sick, vacation and holidays; and comprehensive training and development and career growth opportunities. Canada: Best in class benefits package which includes medical, dental & vision, RRSP/DPSP\*, paid time off, comprehensive training and development, and career growth opportunities. \*Offered for full time roles, part time eligibility in select provinces. United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

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