

WE ARE HIRING!

We are looking for a full-time customer focused and hardworking individual for the position of

SERVICE COORDINATOR

About C&T Rentals

C&T Rentals is a privately operated business and the largest independently owned rental company in Manitoba. We have four locations to best serve Winnipeg and its surrounding areas.

What you will do

- ✓ Be the main contact for customers regarding servicing/repairs on equipment.
- ✓ Schedule technicians to conduct repairs inhouse and offsite.
- ✓ Research and provide estimates for equipment repairs performed by third party.
- ✓ Ensure adequate supply of parts and materials are on hand.
- ✓ Prepare estimates/quotes on cost of work.
- ✓ Source and procure quality parts at the best price.
- ✓ Create purchase orders and match packing slips when products arrive.
- ✓ Maintain good working relationships with vendors/suppliers.
- ✓ Sell parts and services to repair customer equipment.
- ✓ Assist the sales counter for customers with small parts orders.

What you will need

- ✓ High school diploma or equivalent GED
- ✓ Previous parts/machine experience preferred
- ✓ Previous inventory management experience is an asset
- ✓ Proficiency with computers and standard software
- ✓ Class 5 Driver's license with clean driver's abstract
- ✓ Ability to lift approximately 50 to 75 lbs.
- ✓ Strong organizations, time-management, and communication skills

Working Conditions of the position

- ✓ Work a standard eight-hour shift, Monday to Friday
- ✓ Work mostly in an office setting with some time spent in the shop
- ✓ Possibility of working some overtime, evenings and weekends
- ✓ The ability to lift between 50-70lbs.

Benefits of working at C&T Rentals

- ✓ A strong corporate culture that is committed to personal and professional growth.
- ✓ A competitive compensation package with health coverage for you and your family.
- ✓ An equal opportunity employer, committed to creating an inclusive environment for employees.

To apply

Please send us your resume via email to hr@ctrentals.ca by 4:30 pm on Monday, August 30, 2021.

We would like to thank all applicants in advance for their interest in us; only those selected for an interview will be contacted.

Link to our website: <http://www.ctrentals.ca/>