



1400 South 4th Street
Forest City, Iowa 50436
641-585-2231

<http://hollandcontracting.com/careers/>

Holland Contracting Corp is looking for an **Automotive Service Writer** who is enthusiastic, energetic, and has the ability to provide stellar customer service for our Tire and Service Department.

RESPONSIBILITIES INCLUDE

- Diagnostic service.
- Working directly with customers.
- Selling parts, tires and service, including quotes and pricing.
- Ordering, stocking and keeping track of parts and supplies.
- Cleaning and organizing tire and service work area.
- Scheduling for Tire and Service Department (customer, and vendor delivery).

NECESSARY SKILLS

- Knowledge of auto mechanics, tires, parts and service.
- Basic math and accounting knowledge.
- Clear communication with Customers, Vendors and Staff.
- Safe work practices in accordance with Federal, State, Local and Company guidelines.
- Ability to multitask and manage time efficiently.
- Organizational and record keeping skills.

REQUIRED QUALIFICATIONS

- Customer Service experience.
- Advanced computer and data entry skills.
- Valid Driver License.
- Acceptable motor vehicle record.

WAGE

- Based on experience.

ADDITIONAL PREFERRED QUALIFICATIONS

- 5 years experience.
- ASE Certification.

Equal opportunity employer. Mandatory pre-employment drug testing. Benefits include Employer Paid Health, Dental, Disability and Life Insurance, Holidays and Vacation. As well as Company Match 401K, Vision, Supplemental Insurance, Training and Incentives.