

**REPLACEMENT  
POSITION**



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## Service Advisor

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**Location: Coquitlam**

**1 Position Available**

**Competition #: LM00801**

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 18 locations in B.C., Alberta and Washington State, Leavitt is a market leader in the Materials Handling industry looking to add to its talented team. We offer an excellent benefit package.

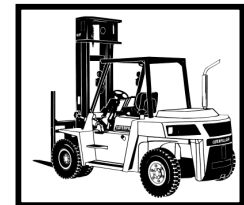
We have an immediate opening in our Coquitlam location for a Service Advisor. Reporting directly to the Regional Manager this individual will work as a liaison between Leavitt Machinery retail service customers and internal business units (Rentals, Fleet & Used Equipment). Responsibilities to include scheduling/coordinating & dispatching Technicians for field repairs & PM's; up selling customers on additional working required on equipment; ensuring all jobs are on schedule & within budget; communicating with the customers and business units regarding status of their equipment; co-ordination of field jobs that need to be repaired in the shop; opening work orders for mechanics as well as opening & receiving purchase orders.

The ideal candidate will be mechanically inclined or even have experience in the Lift Truck business. This individual must work well under pressure and be able to adjust to changing priorities. You must have excellent people skills in order to provide great customer service and to motivate mechanics to complete work in a timely and cost effective manner. Computer aptitude is a must as the dispatch process is heavily dependent on computer skills, typing speed, using GPS, portable laptops with air cards and electronic submission of paperwork.

If you are an innovative, results oriented team player and have the skills required to succeed in this position, please forward your resume in confidence to:



**Human Resources**  
**Fax: (604) 626-0825**  
**Service-resume@leavitt.ca**



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

**CLOSING DATE: TO REMAIN OPEN UNTIL FURTHER NOTICE**

***"A proudly owned and operated Western Canada Company"***

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