

AUTOMOTIVE SERVICE WRITER

Busy well established Automotive Repair shop looking for a Service Writer with a background in mechanical repairs. Must be a self starter, able to multi task. Job duties include greeting customers, scheduling appointments, answer phones, estimate & order parts, sell repair jobs to customer, bill out invoices, collect payments, dispatch work to technicians. Knowledge of Mitchel 1 repair program a plus.

Please email resume to Breezypointauto@optonline.net.



BREEZY POINT