

Warranty Claims Clerk

Barrack Street Service Department

Motors Service is offering the opportunity for a hard working, dedicated individual to join our Service Team as Warranty Claims Clerk.

The position requires a person with strong mechanical knowledge, (Cert III in mechanical would be advantage).

Additionally applicants will need to demonstrate:

- Strong typing and key board (data entry) skills
- Clerical skills, especially attention to detail, and accuracy when processing claims
- The ability to self audit work performed
- The ability to cope with high demands and at times very heavy workloads.
- The ability to contribute in a team environment

Please forward written applications to The Service Manager

Motors Service, Barrack Street
GPO Box 170B, Hobart 7001
or email gregf@motors.com.au

Applications close September 3, 2010.

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