



September 30, 2021

Career Opportunity

Garaventa Lift has a long-standing reputation as a world-class manufacturer specializing in LU/LA elevators, home elevators, and platform wheelchair lifts. Our passion is in creating an accessible world by developing and distributing products which promote barrier free access for all!

Currently, we are seeking full-time Junior Service Administrator to coordinate and schedule our team of Elevator Technicians and assist with other administrative tasks at Garaventa Lift BC.

Junior Service Administrator – Maple Ridge

Position Summary

Together with the Service Administrator, you will be responsible for the administration of our Preventative Maintenance Agreements, and Service Orders. You will be trained on our proprietary service and maintenance program, as well as product knowledge. Administration tasks include the organization and scanning of documents. This position also requires you to perform other office duties and administrative tasks that will be required in a busy office environment.

Responsibilities

- Efficiently organize and dispatch our team of service technicians to all our Garaventa customers, who require maintenance and service
- Manage the ordering, receiving and distribution of parts to the technicians
- Efficiently respond to all inquiries, either by phone or email regarding service and maintenance

Qualifications

- Excellent communication and organization skills
- Proficiency in Microsoft Outlook
- Working knowledge of Excel
- Ability to learn proprietary service and maintenance programs
- Previous experience in Customer Service will be an asset
- Previous experience in the technical service industry would be an asset

Interested candidates should respond by emailing a resume to Ruth Olson @ ruth.olson@garaventlift.com

