



## **Service Manager/Service Writer**

Bruna Implement is a well-established Case IH farm equipment dealership that has over a 70-year history of providing the best products and services to our customers in Northern Kansas and Southern Nebraska. We have the capacity to handle all your farm machinery needs and a service department second to none. Our parts department has as complete a selection of parts as you will find anywhere. Please visit <https://www.brunaimplementco.com/> to learn more about our company.

**Job Title:** Service Manager/Service Writer

**Status:** Full-time

**Location:** Humboldt, NE

### **Responsibilities/Requirements:**

- Make and receive all service department phone calls to/from customers
- Line up and organize work for Service Technicians
- Assist Service Technicians in diagnosing and repairs for Case IH and other ag equipment
- Post Service Technician's labor
- Open, close and update all work order invoices for shop and field work
- Properly charge out mileage, labor and parts to all work orders
- Keep track of warranty claims and timely filing the same
- Attend trainings and maintain current knowledge of Case IH and other agriculture products
- Maintain a clean workspace
- Follow all safety rules and regulations and ensuring Service Technicians do the same
- Ability to lift at least 50lbs repeatedly
- Ability to work inside and outside in all temperatures
- Complex duties as needed
- Additional duties for the good of the company, to be determined by management

**Required Education:** Post-secondary training or willing to attend training

### **Recommended Qualities:**

- Comfortable talking to farmers
- Organization skills
- Proficient written and verbal communication skills
- Can work independently
- Computer skills
- Critical thinking
- Attention to detail
- Can work accurately and efficiently

If you are interested, please visit our website at <https://www.brunaimplementco.com/> to apply or contact Jennifer Shrontz at Seneca@brunaic.com or call (785) 336-2111 for more information.