



Career Opportunities

Our commitment to quality and customer service has made Communications Group a leading supplier of wireless solutions for two-way radio, wireless data, cellular services and radio rentals.

With an excellent work environment, competitive remuneration, comprehensive benefits and an RRSP-matching program, Communications Group Edmonton is an employer of choice!

Positions Currently Available:

Posting Date: May 19, 2010

SERVICE WRITER - TWO-WAY RADIO/CELLULAR

Communications Group is a premier wireless communications provider for two-way radio, data solutions, and cellular phones. We are currently seeking a full time SERVICE WRITER, Monday - Friday, 8:00 AM - 4:30 PM. We offer very competitive remuneration, extensive benefits and a great working environment.

GENERAL DESCRIPTION:

- direct control over Two-Way Customer Service Counter and provision of support and back-up for Cellular Customer Service Counter
- prepare and process Service Work Orders for installations, repair, parts & accessories and rental returns
- create appointments via Scheduler software & updates as necessary
- ensure equipment for jobs is pulled and available for technicians

WORK EXPERIENCE/REQUIREMENTS:

- strong oral and written communications skills
- professional, courteous customer service experience
- skills in Microsoft Operating System and Office applications
- previous invoicing and basic accounting experience an asset
- electronics background with cellular and Two-Way radio equipment an asset
- ability to work as a TEAM member
- high school diploma or GED
- valid Alberta Class 5 drivers' license

POSTING CLOSES FRIDAY, MAY 28, 2010. ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Please forward your resume in confidence, or contact:

Grant Sterling – Technical Services Manager

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