



# Example of Service Assistant Job Description

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Our company is growing rapidly and is hiring for a service assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for service assistant

- Booking/invoicing repair orders
- Presenting recommendations to customers and keeping customers informed during their visit
- Communicating with technicians and managers
- Ensure technical staff is properly trained and have the breadth of experience necessary to cover customer needs
- Inspect repair orders daily for legibility, accuracy and legality
- Manage the administration, tracking and follow-up required to stay current on warranty, receivables and service contracts
- Inspect and maintain the cleanliness, organization and appearance of all service areas in accordance with state and federal OSHA laws to ensure a professional, safe environment for customers and employees
- Heme
- Assists with the purging with nitrogen of all large welded house lines on market enhancement and new business jobs before gas is introduced to the system
- Assists with and ensures the safe operation of gas utilization equipment

## Qualifications for service assistant

- Must be able to lift, handle and carry trays, smallwares and equipment weighing up to 35 pounds
- Must have a good sense of balance, be able to bend, kneel, stoop, reach and

- Must be able to constantly stand and exert well-paced mobility for a period up to four hours in length
- Must be able to communicate effectively and listen attentively to supervisors, employees and guests
- Must be able to continuously use fingers to bilaterally operate point-of-sale equipment, prepare and serve food/beverage items
- Strong computer & typing skills – ability to type efficiently