

Work with a Winner!

Milton CAT has been representing and supporting Caterpillar equipment and engines as well as premium complimentary products throughout the Northeast for over 50 years. We are a full service dealer offering sales, rentals, and parts with best in class product support.

SERVICE ADVISOR

Milton CAT is seeking a Service Advisor for our Power Systems division in Milford, MA. This is an excellent career opportunity for a customer service oriented, self-drive individual with excellent communication skills and the desire to grow.

Core Competencies

- Give Customers prompt attention and service
- Answer and return phone calls in a timely manner
- Answer coworkers' questions and requests promptly
- Maintain a friendly, courteous relationship with Customers, both external and internal
- Thank Customer for their business

Duties

- Must be skilled in the following
 - written and oral communication
 - accurate typing
 - proficient in operation of a personal computer
- Must have excellent interpersonal skills for dealing directly and diplomatically with Customers
- Responsible for directing and scheduling all field service technicians for road work
- Provide accurate quotes to Customers
- Open and close all work orders and responding to the Customer's service concerns/requests

Qualifications

- Associates degree, technical school graduate, or equivalent industry experience
- Prior customer service experience

We Offer

- Competitive Compensation
- Outstanding Benefits Package
- 401(K)
- Paid Training
- Unmatched growth potential; Management Opportunities

We take great pride in the over 900 employees serving Customers throughout New England and New York. Our network of locations in Massachusetts, New Hampshire, New York, Maine, Rhode Island and Vermont ensures that we have the Northeast covered.

Visit www.miltoncat.com to learn more about our company and be sure to view our corporate video on the "About Us" page.

It is the policy of Milton CAT to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, handicap or veteran's status; and to base all employment decisions so as to further this principle of equal employment opportunity. To this end, Milton CAT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, handicap or veteran's status.

Milton CAT is an Equal Opportunity Employer that values the strength diversity brings to the workplace.