

POSITION AVAILABLE

(Fleet Management Service Writer/Parts Supervisor)

Colleton County Government is accepting applications from qualified individuals for the position of Fleet Management Service Writer/Parts Supervisor. The successful candidate under general supervision be responsible for the duties involved in the administrative support, data entry, and quality assurance of the Fleet Management Department. Will be responsible for the daily inventory of parts and supplies used, track down obsolete and hard to find parts, accept all deliveries and inventories as required by the Fleet shop software tracking system. Will also deal with parts vendor/suppliers in maintaining the department's inventory. Will answer calls pertaining to vehicle repairs and/or service.

Requires a high school diploma, computer skills and 3 years clerical experience. Proficient in Microsoft Word and in window based programs. CDL and experience operating a forklift required. Previous experience with inventory and associated record keeping. Mechanical background or parts store experience a plus. Previous work at a dealership as a service writer, or any equivalent combination of training or experience which provides the required knowledge, skills and abilities. Good driving record, submit ten year driving record with application. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 8

MINIMUM HOURLY RATE OF PAY: \$15.29

FULL -TIME

SC STATE RETIREMENT AND INSURANCE