



Butler Fleet Maintenance Service Writer/Administrative Assistant

Butler Fleet Maintenance is a Southern Ontario based company servicing Niagara and the GTA. We provide Heavy equipment maintenance and repairs for both on-road and off-road equipment of all types and sizes. Butler Fleet Technicians have extensive experience maintaining Cranes, Heavy Construction, Paving, Marine, Trucking and Mining Fleets.

No previous experience necessary! We are looking for a confident, capable person to perform administrative tasks and assist in overseeing the daily operations of the mechanic shop. Some of their daily tasks will include opening and closing work orders, working with the foreman to ensure that the shop is running efficiently and effectively. This position involves time management and good people skills.

Location: 2 Allanburg Rd, Thorold Ontario, L2V 3Z5

Hours: Monday – Friday, 7am – 4pm

Job Type: Full-time

Salary: From \$21.00 per hour

Benefits:

Casual dress

Company events

Dental care

Extended health care

Flexible schedule

On-site parking

Vision care

Please send your resumes to mackenzie@butlerfleetmaintenance.ca