



<https://absolutecomfort.org/job/hvac-and-plumbing-dispatcher/>

Dispatcher

Date posted

December 29, 2018

Description

SUMMARY – We are looking for an energetic HVAC and Plumbing Office Assistant to join our team.

Responsibilities

Responsibilities include but are not limited to the following:

- Answering phones
- Preventive Maintenance Management
- Warranty filing and rebate processing
- Ordering of parts and inventory tracking
- Maintains office supplies inventory by anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies
- Handle all vendor receipts through QuickBooks
- Maintain Customer Database
- Assist with other miscellaneous administrative duties as needed
- Full-Time – Hours 8:00a.m. to 5:00p.m.
- Hourly pay negotiable based on experience and qualifications

Qualifications

We are looking for someone who is able to work in a fast paced office and has the following skills and experience:

- Excellent attention to detail
- Advanced customer service skills
- Able to multi-task
- Organized geographical knowledge of service area
- Excellent computer skills with the ability to learn new software
- QuickBooks and MS Office Programs experience is essential
- Preferred candidate must have a minimum of 2 to 4 years of experience
- College preferred but not required with the right candidate
- ESC Desco software scheduling experience is highly preferred but not essential
- Must be a quick learner