

Job Description

Position Title:	Service Coordinator
Department:	Service
Reports to:	Service Manager
FLSA Status:	Non-Exempt Fulltime

Job Summary: The Service Coordinator serves customers by scheduling/dispatching service technicians and resolving customer issues.

Essential Duties and Responsibilities: *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Evaluate and organize routes for the service technicians
- Schedule service technicians and customer follow-up
- Effectively communicate with a variety of customers and employees
- Review daily the service technicians' activities, prepare reports and complete customer surveys
- Identify and resolve customer problems
- Accomplish customer service and organization mission by completing related results as needed

Job Requirements/Skills:

- H.S. Diploma or equivalent
- 1-3 years of experience scheduling/routing service technicians, drivers, products, etc.
- 1-3 years of exceptional customer service experience
- Computer proficient with Microsoft Office (Word processing and Excel spreadsheets)
- Highly organized and detail-oriented
- Exceptional verbal and written communication skills
- Problem solving recognition and ability
- Ability to multi-task in a fast-paced environment
- Must have a good work history, good attendance, and work ethic
- Self-motivated/ team player

Work Environment/Physical Requirements

- Daylight shift - Monday through Friday

What we offer:

- Medical, dental, and vision benefits following 30 days of employment
- Paid PTO during your first year
- 7 paid holidays
- 401K plan with Safe Harbor Match
- Business casual office environment
- Company-logo work attire provided
- Company-paid life insurance, long term disability insurance
- Optional supplemental benefits

- Referral program

For consideration: Please click on the link below to complete our employment application and click on **Apply Now**.

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