

## **Harding Heating & Air Conditioning**

Harding is a family owned and operated Heating & Air Conditioning business established in 1994. At Harding we pride ourselves on being a team of professionals and experts passionately dedicated to identifying our clients' needs, providing the best solutions and exceeding expectations!

Harding's vision is to become the preferred Heating and Air Conditioning contractor in the HVAC industry in Eastern Ontario, hallmarked for excellence and reliability.

### **Key Qualifications**

- Microsoft office proficiency (excel, word, outlook)
- Excellent written, verbal and presentation skills in English, Bilingualism an asset
- Attention to detail
- An innovative team player that will work toward constant improvement
- Able to juggle multiple priorities simultaneously

### **Area of Specialization:**

On call Centre and HVAC

### **Description:**

- Prepare daily work and run schedules.
- Schedule and dispatch calls to HVAC workers.
- Order parts necessary for upcoming service calls.
- Confer with HVAC workers and customers.
- Give P.O.'s to staff members.
- Record and maintain inventory thru a computer based software.
- Prepare paperwork for all manufacture warranty parts and facilitate return of the warranty parts.
- Other duties as assigned.

### **Transportation:**

Own transportation, own vehicle, no bus route available.