

HVAC Dispatcher

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.

Salary:

- Salary can be negotiated depending on experience.

Transportation:

Own transportation, own vehicle, no bus route available.

Job Type: Full-time

Salary: \$18.00 to \$20.00 /hour