



# WE ARE NOW HIRING!

SERVICE DISPATCHER POSITION

## RESPONSIBILITIES

Maintain Service Technicians' daily/weekly schedules and dispatch technicians as service calls are received. Schedule return trips with customers when parts are in. Schedule preventative service inspections with customers and provide updates to customers and sales engineers. Maintain customer database with current information. Clear and concise communications with service technicians, service manager, sales engineers and customers. Keep customers apprised as to company schedule and requested lead-times. Provide accounting with maintenance contract billing information. Reconcile service tickets with time cards weekly.

## QUALIFICATIONS

- Preferred Skills: Sales, Inspection
- Years of Experience: 0-5 Years
- Employment Type: Full-Time

Send your resumes to CJ Folden at [cfolden@firstpointmechanical.com](mailto:cfolden@firstpointmechanical.com)  
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