

Dispatcher ALL SHIFTS PART TIME

We are seeking to add Part Time Dispatchers to join our team! This is a unique opportunity to join a stable, industry leading, employee focused company. We are seeking candidates that have a positive attitude, customer service skills and problem-solving abilities.

Job Description:

The ideal Dispatcher must be able to do the following:

- Receive and promptly answer emergency and non emergency calls.
- Assisting customers with inquiries about services.
- Scheduling and dispatching technicians to appropriate locations.
- Relay work orders, messages, or other information to or from technicians and supervisors.
- Receive and prepare work orders.
- Maintain records of customer requests, purchase orders, charges, expenses, or other dispatch information.
- Maintain maintenance agreements, customer files and renewals.
- Data entry
- Preparation of Payables.
- Other duties as assigned.

Qualifications:

- Excellent customer service skills.
- Proficient in Microsoft Office products (Word, Excel).
- Working knowledge of QuickBooks preferred.
- Knowledge of Accounts Payable.
- Ability to effectively manage multiple priorities while supporting daily operations.
- Excellent time management, verbal and written communication skills.
- Attention to detail is critical.
- Experience working in a fast pace environment.
- Detail oriented approach to work.
- Friendly, outgoing personality.

- Benefits:

- Excellent Compensation
- Medical benefits
- Paid Time Off
- Career Development
- Employee Incentive Programs