



Service coordinator

Hays • Melbourne CBD VIC



Base pay

\$33 - \$33 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

31 Mar 2022



Expiring date

31 Mar 2023



Category

Property & Real Estate



Occupation

Administration Assistants



Base pay

\$33 - \$33 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Your new company

Exciting new opportunity just became available as a scheduler coordinator in the HVAC industry, training provided and Great salary + Super within an excellent working environment. The company is located close to public transport and will provide a good team culture and a career growth opportunity.

Your new role

- Ensure all Customer's requests for service are logged in a courteous and timely manner.
- Log technicians in and out of the database accurately and in a timely manner.
- Maintain knowledge of Technician's work location at all times via the use of MIS.
- Monitor and schedule Service Technician's activities.
- Dispatch Service Calls to the applicable resource including any site access required.
- Dispatch and monitor service calls to Subcontractors.
- Remotely manage Client help desks on various sites, ensuring job status updates comply with agreed time frames for client help desk.

What you'll need to succeed

- Experience within Scheduling roles/ coordinator
- Excellent communication skills and a positive demeanour
- Strong and reliable work ethic
- Problem solving skills
- Multi-tasking ability

What you'll get in return

- Great working environment
- Corporate Hours flexible
- Excellent hourly rates on offer + super
- Career progression

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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