



# HURWITZ STRATEGIC STAFFING, LTD.

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*PROMOTING THE HIRING OF VETERANS OF THE U.S. ARMED FORCES AND MERCHANT MARINE.*

## **Dispatch Coordinator - HVAC Company New York, NY**

### **VETERANS ONLY!**

My client, an HVAC company with over 40 years' experience with the construction, installation, service and maintenance of HVAC systems, seeks to hire a dispatch coordinator for their Service Division. This position is responsible for assisting with the planning and scheduling of field service technicians and ensuring customer satisfaction and technician productivity. This is a full-time (Monday-Friday) permanent position.

#### **Job Responsibilities:**

- Communicate with a large customer base to coordinate requested work
- Work with dispatch supervisor and field personnel to efficiently dispatch service/emergency calls for the metropolitan area
- Work with a team of field supervisors and coordinators to ensure scheduled work is completed
- Work as a liaison between technician and service supervisor team for all technical issues
- Ensure scope of work and time requirements are well communicated to technicians

#### **Qualifications**

- A veteran of the US Armed Forces (DD-214 will be required)
- Must have computer skills particularly Microsoft Outlook and Excel
- A minimum of 5 years' office experience
- A 4-year college degree
- Exceptional communication skills

#### **Compensation:**

- Salary range is \$40,000 - \$60,000, commensurate with experience.
- Excellent benefits package including health insurance (medical, dental, vision) and a 401(k) pension.

**To apply please submit your resume as a Word Document to [bh@hsstaffing.com](mailto:bh@hsstaffing.com).**