



JOB TITLE: SERVICE COORDINATOR
DEPARTMENT: SERVICE

JOB SUMMARY:

The Service Coordinator schedules Service Technicians and facilitates communications between our customers and the Service department's various groups (Sales, Account Management, and Field Operations Management) to maintain commitments to our Service Agreement customers. The Service Coordinator ensures that customer calls for support are responded to and assists in the accounting processes related to parts sales and T&M billings. This is a non-exempt position.

SKILLS AND ABILITIES:

- Excellent communications and interpersonal skills
 - Ability to work on mid to long-term projects and still react to unanticipated demands for your time (customer phone calls, dial-ups, etc.).
 - Strong time management and organizational skills
 - Ability to work independently and unsupervised
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