



https://gulfcoastairsystems.com/?post_type=jobs&p=173692

Service Dispatcher

Description

Gulf Coast Air Systems Inc. is in need of a Full-Time Service Dispatcher to join our staff.

Responsibilities

- Handling Inbound and Outbound Service and Maintenance Calls
- Schedule and coordinate all service calls as calls are received
- Dispatch Service Technicians to call
- Submission of Warranty Claims
- Must be able to work as a team to get the job done
- Good people skills. Customer Satisfaction is paramount in our company
- Order Parts and Contact customers with a "Parts Pending" status as parts are received for scheduling
- Communicate with vendors and manufactures
- Post service tickets

Qualifications

- Excellent People Skills
- Excellent Phone Skills
- Data Entry Experience
- Experience in the Home Services industry is preferred
- Ability to multi-task
- Geographical knowledge of service area or map reading skills
- Computer skills
- Two years related experience and/or training in customer service, dispatching or project management or equivalent combination of education and experience

Job Benefits

- Health insurance
- Paid Vacation after first year
- 401K after first year

Contacts

To inquire about this position,
[click here for our Employment Application](#)

or

contact:

Jason: [813-689-2082](tel:813-689-2082)

jhofmann@gulfcoastairsystems.com

Hiring organization

Gulf Coast Air Systems

Employment Type

Full-time

Job Location

5411 Comfort DR, 33610, Tampa, FL, USA

Base Salary

\$ Depends upon experience

Date posted

March 11, 2020

Valid through

31.12.2023

[Send Email](#)

Contact Jason: [813-689-2082](tel:813-689-2082)