

# Service Coordinator

## Essential Duties and Responsibilities

- Administrative Operations Management
- Scheduling and Dispatching the Service Techs
- Answering phones for potential service calls
- Assess the service needs of the clients and connect them with Service Manager
- Communication and Coordination with customers and Service Plumbers
- Building and sending invoicing
- Helping the Service Managers with Bidding and Proposals
- Service Accounts Payable and Receivable

## Require Knowledge, Skills and Abilities

- Strong Customer Service Abilities
- Strong Computer Skills
- Being able to work in a fast paced environment
- Communication Skills
- Accounts Payable and Receivable