

Job Title: Service Coordinator**Key Qualifications:**

- Microsoft office proficiency (excel, word, outlook).
- Excellent written, verbal and presentation skills in English, Bilingualism an asset.
- Attention to detail.
- An innovative team player that will work toward constant improvement.
- Able to juggle multiple priorities simultaneously.

Area of Specialization:

On call Centre and HVAC

Description:

Answer inquiries and provide information to customers, explain they type and cost of services offered, Access and provide information, maintain records and statistics, perform general duties.

Transportation:

Own transportation, own vehicle, no bus route available.