**Service Dispatcher**  
job description

Are you interested in a successful career within a stable industry? At Preferred AC & Mechanical we are currently hiring a Service Dispatcher to join our Office Staff Team. We are a family owned & operated HVAC company located in West Palm Beach, Florida.

If you are looking for a company where you are valued, and if YOU....

* Are friendly and have a positive attitude
* Have great communication skills
* Have an outgoing and enthusiastic personality
* Are customer service-oriented and dependable
* Have great work ethic
* Are honest and respectful of others If this describes YOU, then this might just be perfect opportunity!

*…. Let’s talk!*

Duties to include, but not limited to:

* Take incoming customer calls and creates a dispatch ticket for each service call.
* Keep organized and update customer files in a database and billing.
* As a service dispatcher, you maintain technician’s schedules and dispatch technicians as service calls come in from customers.
* As an emergency service dispatcher, you answer emergency calls, collect vital information, and alert the necessary response team quickly and calmly.

Benefits:

* Paid vacation and Holiday Pay
* Health, dental & vision insurance
* Retirement Plan (after two years @ full time employment)