



## Service coordinator HVAC

Hays • Melbourne CBD VIC



Base pay  
\$35 - \$35 / hr



Work type  
Temporary



Contract type  
Permanent

### Skills

SCHEDULE+

### Full job description

#### Your new company

A new and exciting temporary to permanent position as a Service Coordinator in the HVAC division is available in one of the leading building service companies in Melbourne. They pride themselves on specialising in commercial and government contracts and offer premium service to their portfolio.

#### Your new role

Daily duties include being the first port of call for maintenance enquires and you will :

Ensure all Customer's requests for service are logged in a courteous and timely manner.

Log technicians in and out of the database accurately and in a timely manner.

Maintain knowledge of Technician's work location at all times via the use of MIS.

Monitor and schedule Service Technician's activities.

Dispatch Service Calls to the applicable resource including any site access required.

Dispatch and monitor service calls to Subcontractors.

Remotely manage Client help desks on various sites, ensuring job status updates comply with agreed time frames for client help desk.

#### What you'll need to succeed

### Job details



Date posted  
21 Apr 2022



Expiring date  
21 Apr 2023



Category  
Property & Real Estate



Occupation  
Administration Assistants



Base pay  
\$35 - \$35 /hr



Contract type  
Permanent



Work type  
Temporary



Job mode  
Standard business hours



Work Authorisation  
Australian citizen /  
Permanent resident

Experience in a fast paced customer service, call centre or scheduling environment

Understanding of a trade services industry and how to work with technicians

Computer skills, including fast and accurate keyboard skills and accurate data entry

Professional and personable telephone manner

Ability to communicate clearly and concisely both verbally and in writing.

Time management and organisational skills.

### **What you'll get in return**

You will get stability in 2022 and the opportunity to apply for the permanent role after 12 weeks of temping. Work for a well-known, successful company providing a great salary corporate working hours – no more after hours or weekends Career progression available for go getters who want to grow and develop A warm and supportive working environment on offer, close to the CBD and transport.

### **What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2641779**