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Service Coordinator

Bermuda Energy Services Company Limited (BESCO) requires an experienced Service Coordinator for its service and construction divisions. This is a newly developed role and will be reporting directly to the Chief Financial Officer. BESCO specializes in providing turnkey solutions for commercial, industrial and residential customers and is the Bermuda distributor for Honeywell, APC and Generac.

Duties & Responsibilities:

- Liaise and coordinate service requests with customers and technicians and handle any necessary follow up
- Maintain service dispatch in coordination with the Service Manager
- Develop small estimates for service works
- Assist the Service Manager in developing bids and submittals
- Perform invoicing for service and construction projects, inclusive of liaising with client on any discrepancies
- Coordinate project documentation and maintain all service records

Minimum Qualifications, Skills & Experience:

- Strong computer skills with experience of MS Office and MS Project
- Experience working with Quickbooks or other accounting system
- Prior experience in a service or construction company is preferred
- Prior experience of producing bids, submittals and maintaining service records
- Knowledge of the commercial or industrial electrical field is preferred
- Knowledge of basic job estimating preferred
- Ability to work in a fast paced, challenging environment with minimal supervision
- Professionally presented with strong customer-facing skills, and the ability to build and maintain working relationships with customers at all levels

Remuneration will be industry competitive and commensurate with qualifications and experience. BESCO offers an attractive health and benefit plans.

Interested? Please email jobs@expertise.bm.

All enquiries will be dealt with in strict confidence.

Closing date: October 13, 2014