

Operations Coordinator

At AIRCARE, excellence is every day. If you are committed to service excellence and have the relevant experience, we invite your application for the above position.

Key job responsibilities include, but are not limited to:

- Coordinate the daily activities of AIRCARE technicians by proactive scheduling and dispatching technicians, working in conjunction with the Operations, Fire Safety and Project Managers.
- Monitor phones, take customer calls and investigate and resolve issues promptly.
- Monitor the service email and respond to customers in a professional manner.
- Administration of Operations billing and documentation.
- Continuous review of Performance Reports to ensure projects and invoices are costed correctly, billed and completed in a timely manner.
- Review timesheets and other paperwork from the technicians and audit timesheets on a timely basis.
- Administration and Filing as required.
- Assistance with AR and collections enquiries.

Key qualifications/abilities:

- High school diploma, GED as a minimum or associates degree preferred
- Excellent written and verbal communication skills.
- Related experience or training in a similar role is an advantage.
- Proficiency with Windows PC and MS Office software.
- Strong customer service, organizational and problem solving skills.
- Ability to work under pressure both as a team member and individually in a fast paced environment.
- Confident with a high degree of self motivation and good interpersonal and communication skills.
- Maintain positive relationships with colleagues

APPLICATION DEADLINE:

May 25th, 2021

APPLY TO:

Human Resources

Mail: P.O. BOX HM 1750
Hamilton HM GX

Address: 25 Serpentine Road
Pembroke HM 07
Bermuda

humanresources@aircare.bm

An attractive salary and benefits package is offered and will be commensurate with experience. Preference will be given to persons with Vendor specific training. Applications will be held in the strictest of confidence.

AIRCARE is a drug & alcohol free environment. The Company requires all successful applicants to take a pre-employment drug test once an offer of employment has been accepted.

  25 SERPENTINE ROAD | 441-292-7342 | INFO@AIRCARE.BM | WWW.AIRCARE.BM

 AC / HEATING

 LED LIGHTING

 BUILDING AUTOMATION SYSTEMS

 COMMERCIAL REFRIGERATION

 FIRE PROTECTION

 ENERGY EFFICIENCY

 COMMERCIAL PLUMBING

 VENTILATION

