

Service Coordinator

Bridge Electric is actively seeking an electrical Service Coordinator to join the team.

Minimum Requirements

- Punctual and reliable
- Ability to work as part of a team while taking direction from supervisor
- Ability to read, write, and speak English
- Driver's licence with reliable vehicle
- Excellent customer service skills on the phone and via written correspondence

Ideal Applicant

- Familiar with electrical installation
- Previous service department experience
- Strong work ethic
- Teachable
- Enjoys learning
- Organized
- Detail orientated
- Great record keeper
- Can multi-task and plan the schedules of our service technicians

Duties

- Invoicing clients using our accounting software and client's portals
- Customer correspondence, answering phones, follow up
- Approving invoices, receipts, and electrician timecards
- Credit card payments
- Collections
- Scheduling service technicians, work order creation, calendar maintenance
- Permits