

HVAC SERVICE ADMINISTRATOR, OLYMPIC SERVICE

Job Description

The HVAC Service Administrator supports and assists with all aspects of the Service departments office administration needs.

Key Responsibilities:

- Coordination and sales lead management (creating work orders with job specific details, submittals, contact info etc.)
- Maintenance of job files
- Coordination of subcontractors and associated documentation
- Administrating contracts documents
- Miscellaneous filing for Service Department
- Processing maintenance renewals/documentation for Service Department
- Invoicing and Accounts Receivables, processing A/P and parts orders
- Answer and direct phone calls
- Manage technician time sheets/expense reports
- Assist in the preparation of regularly scheduled reports (S/UP, maintenance, work reports)
- Assist with compilation of service quotations
- Assisting with special project when needed
- Other assigned duties as required

Skills and competencies:

- Excellent verbal and written communication skills
- Be able to work independently or in a team
- Proficiency in MS office (MS Excel, Word, and Outlook specifically)
- Strong problem-solving skills
- High attention to detail
- Extremely organized
- Excellent customer service focus
- Reliable
- A desire to excel in a team driven environment