



<https://thehoodboss.com/job/job-coordinator-scheduler/>

Job Coordinator

Description

As our Job Coordinator, you will achieve maximum efficiency, revenue, and customer service pertaining to the coordination of jobs to be serviced each month. You will personally contact and confirm each customer to assure that the crews are set up to complete each job on the schedule for each work night.

Responsibilities

- You will schedule, promote, and help answer questions for existing customers with a relationship-based approach.
- Maintain and report numbers pertaining to jobs on a weekly basis
- Direct incoming calls to the correct department
- Coordinate routes on a weekly basis for each crew
- Provide routes to Operations for the upcoming week by Thursday @5pm
- Maintain an up to date schedule on both software programs used
- Send out Accounts Receivable emails on a weekly basis
- Take information from callers for potential sales leads
- Monitor Daily and Weekly Job Revenue number
- Keep track of any lost accounts from month to month in the provided report
- Communicate with customer jobs missed from the night before
- Keep all Work Orders and reoccurring job notes up to date
- Manage scheduling emails that are sent out each month for the scheduling process

Qualifications

- 2 years of office experience
- Can type 50 words per minute
- Great Communication Skills
- Works well in an office setting
- Firm understanding of how to work with and use Microsoft Excel and Word

Employment Type

Full-time

Beginning of employment

Immediately

Job Location

2511 Merrell Road, 75229, Dallas, Texas

Working Hours

8AM to 5PM Monday through Friday

Base Salary

\$ 40 - \$ 45

Date posted

January 15, 2024