



Service Coordinator - HVAC

Hays • Melbourne CBD VIC



Base pay

\$30 - \$35 / hr



Work type

Temporary



Contract type

Permanent

Job details



Date posted

30 Apr 2022



Expiring date

30 Apr 2023



Category

Property & Real Estate



Occupation

Administration Assistants



Base pay

\$30 - \$35 /hr



Contract type

Permanent



Work type

Temporary



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Full job description

Your new company

A leading provider of building services, essential services and HVAC is seeking an experienced service coordinator to join their HVAC division. This company prides itself on providing excellent service to commercial and government businesses here in Melbourne and nationally and is seeking their next superstar.

Your new role

This will be a temporary to permanent opportunity, commencing immediately.

Your duties will include:

- Taking the initial call from corporate customers
- Organising preventative and reactive maintenance of equipment
- Scheduling HVAC technicians to attend site
- Reviewing of purchase orders and quotes for jobs
- Logging of work orders and ensuring the work orders are completed

What you'll need to succeed

- A background in customer service and scheduling contractors
- Fire & HVAC experience preferred – Or trades based scheduling
- Great customer service and administration skills
- Ability to think on your feet in complex situations
- Great rapport building with internal and external stakeholders and techs

What you'll get in return

- A temporary to permanent opportunity, close to public transport and the CBD

- Stable working environment – No more chopping and changing
- Work as part of an exciting growing team who are winning more work
- Full time corporate hours
- Great salary and immediate commencement

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career. Please contact Jessica.Thatcher@hays.com.au

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