



Help Wanted: Office/Dispatcher Position

Are you organized, detail-oriented, and possess excellent communication skills? We're currently seeking a dedicated individual to join our team as an Office/Dispatcher. This role requires someone who can efficiently manage administrative tasks while effectively coordinating schedules and assignments for our team.

Position: Office/Dispatcher Position

Location: 28 Gorgo Lane, Newfield, NJ 08344

Responsibilities:

- Dispatching: Coordinate and dispatch field personnel to various job sites or service calls.
- Customer Communication: Provide exceptional customer service by answering phone calls, responding to emails, and addressing customer inquiries or concerns.
- Data Entry: Accurately input and maintain records, including customer information, service logs, and inventory data.
- Administrative Support: Assist with general office tasks such as filing and copying.

Requirements:

- Organization: Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Communication: Excellent verbal and written communication skills.
- Problem-Solving: Ability to think critically and resolve issues efficiently.
- Team Player: Works well in a team environment and can collaborate effectively with colleagues.
- Attention to Detail: Meticulous attention to detail to ensure accuracy in scheduling and record-keeping.

Preferred Qualifications:

- Previous experience in office administration, dispatching, or customer service roles.
- Knowledge of the industry or field is advantageous but not required.

How to Apply:

If you're ready to join a dynamic team and take on a challenging yet rewarding role, please submit your resume and a cover letter detailing your qualifications and why you're the ideal candidate for the Office/Dispatcher position. Please submit your resume and cover letter below.

We look forward to hearing from you and potentially welcoming you to our team!