



JOB TITLE: Service Coordinator

## SUMMARY

Service Coordinator will be responsible for scheduling and managing the day-to-day activities of technical field service personnel as well as managing relationships of outside contractors necessary to complete jobs/projects in the field. The ability to pre-plan and think ahead while also being able to quickly adapt to changing circumstances is essential.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the scheduling and dispatching of field service technicians as well as negotiating with third party providers if a technician is not available.
- Optimize call schedules to optimize labor utilization and minimize expense.
- Work with administrative team to maintain service call dispatching and tracking system.
- Timely assignment and follow up of work orders and job data to contract drivers.

## QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in mechanical or electrical engineering, or in a related field.
- Solid communication skills including written and verbal.
- Prior experience in a coordinator/planning position is preferable.

## APPLICATION PROCESS

Welcome to CAW Recruiting Services! Thank you for your interest in this position. If your experience matches the description above, please submit your resume by clicking the “apply” button.

If your profile does not match this job description, we still encourage you to reach out to one of our representatives, so we can learn about your professional aspirations. Visit our website at [www.cawrecruiting.com](http://www.cawrecruiting.com) for more information and additional openings. We look forward to getting to know more about you.

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