



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5293 Log Sheet

Job Posting Date: 9/30/2024

Employer Information: Gene Ptacek and Son Fire
Contact: Jenni Reichlin
7310 Associate Ave
Brooklyn, OH 44144
Phone: 216-727-1425 **Ext:**
E-mail: jreichlin@gpsfire.com

Main Business: Manufacturing/Construction

Job Title: Administrative/Scheduling Assistant

Full/Part-time: Full-Time **Job Hours:** M-F 7:30 a-4p

Job Duties:

Job Summary:
The Route Scheduler will coordinate technician schedules to ensure the effective and efficient operation of the designated department.

Supervisory Responsibilities:
None

Duties/Responsibilities:
Contacts customers to schedule appointments.
Reschedules cancelations in a timely and efficient manner.
Efficient and accurate data entry of customer information into field service management software.
Use of geography to develop daily routes for technicians in order to ensure a full schedule as well as limit travel time.
Accepts credit card payments from customers.
Assists with new projects as needed to accommodate business needs.
Answering calls and assisting customers with their scheduling needs in a courteous and professional manner.
Processes and completes billing and other required paperwork in a timely manner and on a daily basis.
Assists department supervisor in providing quotes to customers
Coordinates scheduling with other departments when needed
Other duties as assigned.

Required Skills/Abilities:

Excellent verbal and written communication skills.
Excellent interpersonal and customer service skills.
Excellent organizational skills and attention to detail.
Excellent time management skills with a proven ability to prioritize.
Basic math skills and experience working with different data types.
Strong analytical and problem-solving skills.
Ability to function well in a high-paced and at times stressful environment.
Ability to work independently and as a team.
Ability to multi-task.
Proficient with Microsoft Office Suite or related software.
Proficient with basic office equipment.
Regular and reliable attendance.

Education and Experience:

High school diploma or equivalent.
At least two years' related experience preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.
Must be able to lift up to 15 pounds at times.

Compensation: 18-25.00 per hour based on experience

Special Notes / Additional Information:

<https://recruitingbypaycor.com/career/CareerHome.action?clientId=8a7883d08bd4f76e018c1c6dd90f13a2>

Minimum Age Requirement?

18

How to Contact: Email resume, Apply Online

Seeking:
CVCC Alumni, Adult /Job Seeker

Program Area:
General, Business & Administration, Construction
Technologies

E-mailed Job Posting on: _____

Notes: