



Qualifications and Skills Required as **Dispatcher** for Paul Flaherty Plumbing & Heating Co., Inc.

Paul Flaherty Plumbing & Heating Co., Inc seeks a professional dispatcher who possesses the balance of skills and qualities needed to enhance our office team by providing excellent coordination and dispatching of field technicians.

Paul Flaherty Plumbing & Heating Co., Inc has been providing exceptional service to commercial and residential customers since 1977. We take great pride in our work and our service team.

DUTIES: Under the direction of the Service Manager, the Dispatcher will be responsible for all radio dispatching and two-way communication with field technicians. Our Dispatcher will carry out daily schedule changes as needed and provide support and communication as needed to facilitate smooth field operations.

SKILLS: The successful candidate will have prior experience in the plumbing trade industry and be comfortable with two-way radio communication and dispatching. Phone answering, scheduling and computer skills are also required.

QUALITIES: Paul Flaherty Plumbing & Heating Co. is seeking a confident, dedicated candidate, who is able to learn on the job and perform the duties of this position in keeping with the high standards of the company. The successful candidate will make good scheduling and dispatch decisions for the company and will take responsibility for the dispatching schedule. They will exhibit a strong work ethic, dedication to the company's principles of customer service and excellence with a positive can-do attitude. This person will communicate clearly and interact positively with field and office personnel and with our customers. They will take every care to provide our technicians with the best possible field support as they serve our customer's needs.

This is a full-time hourly position with weekly on-call duty at overtime rates and excellent benefits, in a friendly and busy office environment.

Send resume and references to: personnel@FlahertyPlumbing.com

or fill out our online form