



# HVAC START-UP COORDINATOR

## HVAC Company - Las Vegas, NV

---

### Job Description

Enix Mechanical is looking for a Warranty/Start-up coordinator. We need someone who is honest, reliable, and capable of performing tasks under pressure. Responsibilities associated with this position are listed in the section below.

### Responsibilities

- Answering phone calls throughout the day
- Scheduling technicians
- Ordering parts
- Returning and tracking warranty parts and additional office duties
- Purchasing the proper materials
- Making sure technicians are filling out invoices and paperwork correctly
- Following up on all completed jobs
- Making sure the technicians are not behind on their schedule
- Communicating with the customers when necessary
- Maintaining and updating customer database in the system

### Requirements

- Minimum 2 years in HVAC
- High School Diploma or Higher
- Customer service-oriented
- Microsoft Word/Excel is a must
- QuickBooks
- Internet skills
- Knowledge of the city is an asset
- Able to work under pressure
- Highly motivated

We will provide office space, computer, software, all tools required for the job, as well as job-specific training.

### Skills

- Very good overall computer and typing skills
- Fluent in English (speaking, reading, and writing/typing)
- Bookkeeping
- QuickBooks (preferred)
- Ability to work under pressure
- Reliability
- Ability to self-manage

### Experience:

- Customer service: 3 years
- Dispatch: 3 years
- Microsoft Excel: 2 years

**Job Type:** Full-Time

**Pay:** \$12.00 - \$17.00 per hour

### Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### Schedule:

- 8 hour shift
- On call
- Overtime

### COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place