



Service Coordinator

Salary: \$40,000 - \$50,000 (negotiable depending on experience and qualifications)

Job Type: Full-time

Work Authorization: United States

Job Requirements & Responsibilities:

- Proficient use of computers, especially with Microsoft Excel
- A strong desire to help the customer
- Strong verbal and written communication skills
- Effective customer service skills
- Basic understanding of mechanical equipment
- Ability to gauge strengths and weaknesses of co-workers
- Able to work in a fast-paced challenging environment.
- Must possess the ability to recognize and work with deadlines
- Excellent organizational skills, multitasking abilities, and attention to detail are required
- Ability to communicate in Spanish and English
- A strong desire to learn and improve

Benefits:

- Yearly Bonus
- Health Insurance
- Paid Time Off
- Vacation & Holiday Pay