Dispatcher-Full Time-RSCKR4247

Description
Reliable Staffing Kerrville is now seeking a Dispatcher. The Dispatcher strategically creates schedules and coordinates which technicians go out to which job sites. The dispatcher keeps records and maintains logs for technician vehicles and equipment. When someone calls for a technician on an emergency basis, the dispatcher will determine which technician to send. Essential Duties and Responsibilities. The essential functions include, but are not limited to the following: Maintaining responsibility for dispatching all of the companys technicians in a manner that maximizes efficiency and ensures customer satisfaction. Answering in-bound calls from customers and assessing their needs. Scheduling and dispatching technicians to customers homes or businesses. Providing exceptional customer service to customers at all times. Following up with customers to ensure satisfaction. Performing office clerical work, such as filing and organizing. Working as a team player and contributing to the team accordingly. Performing other duties as assigned.

Job Location
407 Junction Highway, Unit A, 78028, Kerrville, TX, United States

Valid through
18.09.2029

Base Salary
$ 38,964 - $ 52,528

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Administrative and Support Services

Qualifications
Minimum Qualifications (Knowledge, Skills, and Abilities). High School Diploma/GED or equivalent experience. Previous experience as dispatcher is a plus. General computer literacy. Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service. Must be efficient with strong attention to detail; ability to prioritize tasks. Must have strong skills in organization and planning; demonstrated ability to work independently and exercise sound judgment and problem solving.

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