**Dispatcher – Maintenance Planner – Job Overview**

**Position Purpose**  
We are looking for a new team member with strong organizational capabilities and comfortable in a fast-paced environment focusing on coordinating our Service Technicians' workflow while ensuring a great experience for our customer.

***Key Responsibilities*** –

* CMS Work Order Quality Control.
* Track work orders on parts hold to be received.
* Maintain telephone coverage during business hours.
* Work with Service Managers on callbacks to determine potential warranty
* Work with billing and AR to research disputes
* Work with service coordinators to utilize manpower.
* Provide direction to Service Technicians for operational and functional duties as outlined by management.
* Generating/Closing PM work orders.
* Writing PO's. Handling any APR filter sub discrepancies.
* Manage filter subs coordination and work orders.

***Work Qualifications –***

* Previous Customer Service and/or HVAC, Plumbing, and Electrical Service experience preferred.
* Detailed oriented.
* Work independently within the Team.
* Be a part of the solution when you uncover a problem.
* Positive outlook & helpful by nature.

Job Type: Full-time (On Site); M-F (Day Shift)

Location: San Antonio, TX (10604 Sentinel St., San Antonio TX 78217)

Pay Range: $20 - $25 per hour (DOE)

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Life insurance
* Paid time off
* Referral program
* Retirement plan
* Tuition reimbursement
* Vision insurance

We offer competitive compensation and a supportive work environment with a collaborative and innovative team. Apply today to be part of our dynamic team!