

Service Scheduler - American Door Works Waite Park
Minimum starting wage of \$24 or higher BOE

Are you stuck doing the same thing over and over again at your current job? Are you needing a change from working nights and weekends and missing out on family activities? Are you looking for a career change and want to work for a family friendly company that understands the need for a balance between work and life at home? If so contact us at American Door Works. For over 50-years, American Door Works has been and still is the industry leader in the installation and service of residential and commercial garage doors in greater Minnesota. This family-owned company takes great pride on the service and satisfaction that we provide to our customers from the initial sale to the completed installation or service. In keeping with this nearly 50-year tradition, we are currently seeking a mechanically inclined individual to join our team as **Service Scheduler/Project Manager**.

The Service Scheduler is responsible for assisting in the management of the service segment of the business, both residential and commercial. This position is responsible for the scheduling of employees along with being the go between them and our customers. This generally covers any aspect pertaining to the servicing of overhead doors and openers in residences, commercial properties, along with quoting of new business.

The scope of this position includes training employees, managing the day-to-day operations of scheduling, deploying, monitoring, and billing of residential and commercial service jobs, assist in maintaining inventory control of products, parts, and accessories, promoting a positive relationship with customers, tracking and reporting of group performance against objectives, and verifying timecards for payroll.

Ideal candidate for this position would have previous work experience as a scheduler/dispatcher in the building or construction trades. Should have good mechanical aptitude & trouble shooting skills when talking to our customers and service technicians. Must have friendly personality and ability to work well with others. This person needs to have good work values, be able to work independently, be dependable, and be honest and ethical.

American Door Works is the original family friendly company that understands the need for balance between home and work. If you would like to be part of our team, American Door Works would like to meet with you. **We offer a competitive starting wage that is commensurate to your previous work experience.** Our benefit package includes 401(k) plan, annual incentive pay based on company profitability, paid vacation and holidays starting the first day of hire. We also offer health, dental, short-term disability, and company paid long-term disability & life insurance.

Candidates should email their resumes or stop in and complete an application at: American Door Works, 2150 Frontage Road South, Waite Park (next to McKay's Dodge).