

DISPATCHER

We are seeking an outgoing and organized individual to schedule and dispatch technicians. We are a busy, full service mechanical contractor serving commercial and industrial clients in central and southern Maine

Job Requirements:

- Must have 2-5 years experience working as a dispatcher
- Receive service requests from customers in a professional manner
- Enter information as work orders into computer system
- Effective communication skills
- Ability to dispatch and prioritize service calls
- Multitasking ability
- Basic computer skills are needed along with experience in Microsoft Office
- Must be a team player and able to follow direction
- Knowledge of HVAC industry a plus

Benefits:

Nason Mechanical Systems offers competitive wages and a benefit package that is unrivaled in our industry. This package includes a wide array of benefits ranging from paid time off and matching 401(k) contributions to educational scholarships for children and spouses and support for children's summer camp programs to excellent health coverage options. The Company shares its profits with employees in substantial year-end bonuses.

The Company is committed to being a good place to work. Our employees work hard, but enjoy a congenial and collaborative work atmosphere. There is a distinct lack of hierarchy within the Company and employees are routinely included in discussions about Company performance and work backlog. There have been no layoffs or short days in the 18 years of current management.

Apply to this job by email, by mail, by fax or in person. An application can be found on the Employment page of this website.