

## **Brabazon is looking for a full-time Service Coordinator in our St. Paul, MN branch**

You will be responsible for interacting with customers within the Service Center, providing inside support for the Service Team and working closely with the Service Manager and Technicians to keep the Service Department running efficiently.

### **This job is for you if you:**

- Want fulfilling work that allows you to provide customers with what they need
- Have high energy and are a strong team player
- Are self-motivated and responsive to customer needs
- Enjoy working in a fast-paced environment

### **Minimum Requirements:**

- High School Diploma or GED equivalent
- Some technical customer service experience or strong mechanical aptitude
- Intermediate to advanced computer skills with Microsoft Word, Excel, and Outlook, and CRM

### **Physical Requirements:**

- Ability to regularly lift and/or move up to 50 pounds
- Ability to work in industrial environment with continuous walking, bending, reaching, climbing, and kneeling
- Ability to operate a forklift

### **You will be successful in this role if you:**

- Communicate professionally and courteously
- Have excellent customer service and organizational skills
- Are thorough and resourceful
- Maintain a strong attention to detail and can multi-task and prioritize

### **Your daily work in this role will include:**

- Opening work orders for all Service Center jobs
- Preparing service orders and ensuring required parts are available for Service Technicians
- Taking service calls from customers
- Billing and maintaining open order report
- Maintaining service schedule for the Service Center
- Providing recommendations to Service Manager in preparing service quotations
- Assists with Shipping & Receiving duties in parts labeling, cycle counting inventory, bin locating parts, shipping and receiving parts & equipment and operating a forklift.

As you progress in this role, there will be opportunities for personal growth and development. Our goal is to provide a challenging and motivating work experience for all our team members.

### **We are proud of and passionate about:**

- Being a team of experts in our industry who always put the customer first
- Having a growth mindset, continually innovating and utilizing up-to-date technology
- Ensuring a friendly, respectful and safe work environment that emphasizes team collaboration

We hire the best talent in the industry to be part of the team. If you feel you are up for a great challenge and are aligned with what we are looking for, we would like to hear from you!

**Benefits you will receive include** health, dental, vision, life and disability insurance, flexible spending account, PTO, holiday pay, and a 401(k) program with company match.