
Scheduling Coordinator/Data Entry - Fresno

About the Position

A System Scheduler at Jorgensen Company provides our customers with quality customer service, ensures our customer are within compliance by maintaining scheduling frequencies for all types of service in compliance within NFPA Standards and coordinates time of arrival with our field technicians.

Primary Job Responsibilities:

- Scheduling inspections and incoming dispatches with customers for a multitude of services. Services include, but are not limited to the following:
 - Backflow Preventers
 - Fire Sprinkler Systems
 - Fire Alarm
 - Wet/Dry Chemical Suppression Systems
 - Clean Agent Suppression Systems
- Input completed reports via internet to third party reporting agencies.
- Distribute service reports to customers and local authority having jurisdiction (AHJ) as required or upon request.
- Comply with safe work practices, safety and environmental standards.
- Perform follow-up correspondence for all services via phone, email and fax to customers, Fire Department, service technicians, system dispatchers and managers.
- Create dispatches upon request from technicians and managers.

Position Qualifications:

- Excellent verbal and written communication skills to interact with customers, fire department personnel, managers, technicians and office staff.
- Highly motivated, self-directed and an ability to organize a workload.
- Ability to multitask and perform basic job functions in a timely manner.
- Proficient with Microsoft based programs such as Excel, Word and Outlook.
- 1 or more years prior office-based experience required.

Equal Opportunity Employer