



DISPATCH COORDINATOR

Barclay is seeking a ROCKSTAR to join our team. To be the ROCKSTAR we need, you must be willing to go the extra mile, be very detailed and organized, and be able to handle a high volume of work in a fast paced environment.

JOB DESCRIPTION:

- Daily administrative functions in support of the dispatch schedules of 40+ field technicians
- Communicate with customers about technician appointments, ETAs and job status
- Constant review of open jobs, keeping statuses up to date and all jobs organized
- Assist with daily payroll processing for all road technicians
- Assist with “on-call” after hours emergency calls from customers
- Ability to work in a fast paced environment, juggling & prioritizing multiple tasks at a time.

REQUIREMENTS:

- Heavy background in an administrative support role
- Strong communication, organizational & time management skills
- Strong problem-solving skills, strong sense of responsibility, self-motivated with the ability to work as part of the service team.
- Driven attitude with solid work ethic, and eagerness to take on whatever demands arise
- We are technology driven requiring computer literacy.

COMPENSATION:

- Base salary plus monthly commission and incentives
- Excellent benefit package including health/dental/vision, life insurance, 401(k) with Company match, paid holidays/vacation/PSL.

Position Type: Full Time position

Career Level: Mid-Level

We are **Equal Opportunity Employer**

SEND RESUMES TO: JOBS@BBFYALE.COM