



Job Place Notice

Dispatcher

Benefits Offered: Dental, Medical, Vision, Drug

Employment Type: Full-Time

Strong local firm with high standards and Ohana values is seeking a full-time Plumbing Dispatcher. Our motto is "Going Beyond the Call" and our values are:

- Doing the right thing
- Being accountable
- Serving the customer first
- Exhibiting professionalism
- Valuing our reputation

We are growing and there is an opportunity for the right individual to build a career with fellow professionals. Must be able to work collaboratively, be responsible, punctual, professional and have good communication skills. We are in Kalihi and offer parking. Must be computer literate. Experience with MS Office Suite a plus.

We are looking to hire an enthusiastic, reliable, customer service oriented and detail oriented plumbing dispatcher. Duties and responsibilities include:

- Dispatch Plumbing technicians to service appointments
- Use people skills to motivate technicians to achieve scheduled goals
- Update customers of the progress of their call / follow up work to be done
- Create and forecast a schedule to ensure we meet all deadlines
- Answering phones, scheduling incoming appointments, and providing excellent customer care.

Qualifications:

- Ability to work well under pressure with minimal supervision
- History of good attendance and work habits
- Flexible work schedule and available to work weekends
- Have a High School Diploma, AA preferred
- Is a Multi-tasker
- Want to work with great people who have heart and soul

We offer a competitive benefits package: • High hourly rates of pay based on experience • Full Medical insurance • Family-oriented environment • 6 paid holidays off per year after probation of 3 months • 5 days paid vacation after 1 year.

Successful candidates will be required to pass a drug test. Non-smokers preferred. Please send resumes to keri@535Plumbing.com or [apply online](#). We do not respond to phone inquiries. No drop-ins please.