



Hiring Front Desk

Established in 1997, **Four Season Air Inc.** is a regional servicing organization providing installation, maintenance, and repair of heating, ventilation, air conditioning, and indoor air quality systems, for large commercial buildings.

Description Responsibilities:

- Customer service and front desk support for customers and field work with ordering and researching.
- Scheduling, verifying, and managing paperwork from field staffs.
- Coordinate with vendors for pricing.
- Manage office hours calls and direct it to appropriate departments.
- Calculate and compare costs for goods and services to maximize cost-effectiveness
- Assist in negotiating contracts for maintenance/repair
- Obtain quotes and tenders from vendors and suppliers
- Assists Accounting and other business units with administrative duties as requested
- Tracks receiving and shipping of packages, inventory management, organizing cables and components, etc.
- Manage and receive incoming packages such as tools and equipment from delivery

Additional & Requirements:

- Assist with A/R tasks when needed
- Dispatch Tech's as needed
- Filing of paperwork, scan, Fax, E-mail, etc.
- Reviews and proofs marketing materials, letters and communication pieces
- Accepts walk-in and phone credit card payments
- Organizes incoming and outgoing mail and faxes
- Handle warranty claims paperwork and returns. Other miscellaneous duties: back-up and support as needed
- Highly proficient with Microsoft Excel
- Proficient in MS Office Quick book
- Strong organizational, multi-tasking and excellent communication skills.
- Ability to multi-task, balance multiple priorities and assignments simultaneously, be detail-oriented, self-motivated with ability to take ownership of processes and work well under pressure and meet deadlines

Note: Email your resume, include salary history and references subject: Front Desk

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