

Estimating – Parts – Field Scheduling

We are actively searching for an experienced estimator for our service department. This position is responsible for providing all procedures necessary to keep the service side of our business running smoothly. Includes estimating, parts and scheduling service technicians in the field.

QuickBooks estimating and data entry, Excel spreadsheets, Google Drive and Calendar are the among the normal daily tasks. A solid system is in place so the **ability to follow directions well** and **remember details** is a must. Multitasking skills are required for this position.

Office responsibilities will include, but are not limited to the following tasks:

- Shared phones, route calls and/or take messages
- Heavy estimating procedures using QuickBooks and Excel
- Research equipment, components, parts and materials necessary for estimating
- Maintain forms, lists, customer file folders and parts ordering spreadsheets
- Co-ordinate, manage and schedule field service technicians
- Maintain Field Service calendar on Google drive
- Co-ordinate and conduct weekly job meetings
- General daily office duties as assigned

The following experience is required:

- Proficiency in QuickBooks
- Prior estimating experience
- Excel spreadsheet experience
- Prior experience with parts and inventory would be helpful
- Experience with Google Drive and Google Calendar a plus
- Great customer relations and phone skills
- Must be detail oriented and organized
- The ability to be flexible and work in a fast-paced environment

This is a great opportunity for the right individual!

Our East County company has been providing and servicing life support systems to the healthcare industry since 1977. We are a small, stable organization with huge potential. Your contribution to our company will help us meet our projections for substantially increasing our client base in the next 12 months. Our growth is your growth both professionally and financially!

Full time, permanent position: Monday – Friday, 7:30 am – 4:00 pm

BENEFITS:

We offer sick, holiday, and vacation pay.

We provide vested health benefits.

401K with company contributions.

This job may offer company paid classes, depending upon the job requirements.