

Job description

Job Overview:

We are seeking a highly skilled and experienced HVAC Service Manager to join our team. As a HVAC Service Manager, you will be responsible for overseeing the daily operations of our HVAC service department. Your role will involve managing a team of service technicians, ensuring excellent customer service, and maintaining efficient workflow.

Duties:

- Manage and supervise a team of service technicians, providing guidance and support
- Schedule and assign work orders to technicians, ensuring timely completion
- Monitor and maintain inventory levels of parts and supplies
- Oversee the quality of repairs and maintenance
- Handle customer inquiries, complaints, and concerns in a professional manner
- Provide accurate estimates for repairs and communicate with customers regarding pricing and timeline
- Schedule and dispatch calls to technicians each morning and afternoon

- Create PMI proposals when necessary
- Manage clients and develop new HVAC Service Customers

Skills:

- Minimum of 3 years experience as a HVAC Service Manager
- Excellent customer service skills with the ability to effectively communicate technical information to customers
- Effective leadership skills
- Experience in managing a team of service technicians
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Attention to detail and commitment to delivering high-quality workmanship
- Must be proficient with the computer

If you are a motivated individual and possess the required skills, we invite you to apply for this position.

Benefits Include:

- Excellent health insurance - no co-pays or deductibles
- Company paid Life Insurance
- Company paid Flexible Spending Account up to \$1,500.00 per year
- 401K - Immediate enrollment with immediate match - no vesting schedule
- Eight paid holidays
- PTO

Full Time Position

Job Type: Full-time

Day range:

- Monday to Friday

Shift:

- Day shift

Experience:

- HVAC SERVICE MANAGER: 3 years (Required)

Work Location: In ~~person~~ *Office*