



Assistant Scheduler

Water Doctors Water Treatment is seeking to add a part-time Assistant Scheduler to our growing team. The Assistant Scheduler will work closely with our Scheduler and will be responsible for coordinating our service technicians' and installers' daily routes, checking in with job supervisors, and pulling permits for new home construction. They will also work closely with the sales team and front office.

Hours: Part-time

Responsibilities & Qualifications:

- Highly organized and detail-orientated
- Self-starter
- Takes initiative and problem solves
- Able to pivot daily and provides quick response if necessary
- Forward-thinking
- Interacts with clients, sales representatives and jobs supervisors
- Good customer service while making confirmation calls to clients or job supervisors
- Prepares manifest of daily work and provides to warehouse technician for preparation of equipment
- Uses resources effectively
- Able to handle and prioritize multiple tasks
- Sees a job through from start to finish (e.g., receives order, writes up if necessary, pulls permit, attaches permit to job when received, schedules and reschedules as necessary until job is completed)
- Basic computer and telephone skills (e.g., Microsoft Word, QuickBooks, and scheduling programs)

Wages: Pay Based on Qualifications