

## **CYNGIER HEATING & AIR CONDITIONING**

4656 WARNER ROAD

GARFIELD HEIGHTS, OH 44125

CONTACT FOR POSITION: ROSEANN M. CYNGIER, PRESIDENT

USE [CYNGIER@WOWWAY.COM](mailto:CYNGIER@WOWWAY.COM) OR 216-641-5500

# **DISPATCHER**

The purpose of this position is to have one person whose responsibility is to keep all technicians occupied with full schedules of billable work. Phone skills, computer usage, dispatching, scheduling appointments, calling customers, issuing and tracking purchase orders, counter sales (minimal) and general office work will be involved. Must be able to speak clearly and think quickly.

Desired skills include: A “Hunter”, someone who makes things happen; doesn’t wait to respond to what comes along. Also desired: Computer literate, accurate, good phone skills, excellent customer service. Must be on-time with impeccable attendance record. Need dependable transportation to/from work

Note: This is an Alcohol- and Drug-Free Work Place (we test)

Hours: Monday – Friday 8:00 a.m. to 5:00 p.m. with one hour lunch

Wages: Base pay \$8 - \$10 per hour with additional bonus and spiff programs

Benefits: We offer medical, dental, vision, retirement, paid holidays, vacation and other benefits.

Please learn more about our company at [www.cyngier.com](http://www.cyngier.com)

If you are interested, please contact Dr. Cyngier at the information above.