



THE PROFIT PARADIGM

SERVICE TECH JOB POSTING TEMPLATE

Industry Leading Pay!

Immediate Openings!

HVAC COMPANY, a leading full-service HVAC provider in the **LOCATION** areas, seeks full-time HVAC Service, and Maintenance Technicians.

HVAC COMPANY, located at **ADDRESS**, is dedicated to offering fast, high-quality solutions to our growing client base and rewards our employees for their outstanding work in providing those solutions. These full-time positions are Monday-Friday with some Saturdays and other overtime required. At this time, we are seeking Experienced Technicians. The right candidate will have great communication skills and be dedicated to the highest quality in providing comfort to our clients.

HVAC COMPANY is an equal opportunity employer. If you wish to apply, please send a resume, or come into our office to fill out an application and ask for an interview. Feel free to contact us at **PHONE NUMBER** if you have questions about the position.

Benefit Conditions:

- Waiting period may apply
- Only full-time employees are eligible

Work Remotely

- No

Job Type: Full-time

Salary: \$25.00 - \$60.00 per hour

Benefits:

- Dental Insurance



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- Health insurance
- Vision insurance

Supplemental pay types:

- Bonus pay

COVID-19 considerations:

We are following all Covid-19 standards.

Education:

- High school or equivalent (Required)

Experience:

- HVAC: 4 years (Required)

License/Certification:

- EPA Type II (Required)
- Mech IIII or willing to get within 60 days (Preferred)

Work Location: One location



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Job description

Customer Service Representative Template

Summary

Do you have a cheerful and outgoing personality? If so, we have an amazing opportunity to work for one of the fastest-growing HVAC companies in Colorado Springs. At **COMPANY** we take great pride in our team and value the qualities each individual brings to the table, emphasizing a healthy workplace environment. If you're looking to take the next step in your career then, **COMPANY** is the company for you. If selected, you will receive comprehensive paid training by one of the nation's leading sales and mindset experts. Bring your dynamic, cheerful and positive attitude and be prepared to achieve great things!

Customer Service Representative Expectations

- Answer all inbound calls
- Schedule and coordinate all calls as they are received.
- Maintain the dispatch board and filing system.
- Qualify incoming customer phone calls as sales leads using company processes.
- Qualify incoming phone requests for sales appointments within company guidelines.
- Maintain and enhance the company's installation customer satisfaction levels.
- Come to work each and every day with a positive mental approach.

Requirements and Skills

- Proven experience as a Customer Service Representative (preferably HVAC)
- Strong phone handling and communication skills
- Ability to adapt to different expectations



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- Excellent multi-tasking and time management skills
- 18 years of age or older

Job Types: Full-time, Part-time

Salary: \$20.00 - \$25.00 per hour

Benefits:

- Dental Insurance
- Flexible schedule
- Health insurance
- On-the-job training
- Paid time off
- Vision insurance

Experience level:

- 2 years

Shift:

- 8-hour shift

Weekly day range:

- Every weekend
- Monday to Friday
- Weekend availability

Work setting:

- In-person
- Office

Ability to commute/relocate:

- **LOCATION:** Reliably commute or planning to relocate before starting work (Required)

Experience:

- Call center: 2 years (Required)

Work Location: One location