

SCHEDULING COORDINATOR FOR TEST AND INSPECTION

Mammoth Fire Alarms, Inc. is currently seeking an experienced scheduling coordinator for our Test and Inspection department. MFA is one of New England's largest independent suppliers of fire alarm products and services. If you are looking for a career in a rewarding industry this is the perfect position.

Duties include, but not limited to:

- Calling customers that are due for their inspection and book appointments.
- Create service orders in our computerized database to dispatch technicians.
- Enter new test and inspection contracts into the database.
- File reports and customer information.
- Answer phone calls and assist customers.
- Ability to work in a fast pace environment and focus.

Employee benefits:

- Competitive hourly wage.
- Healthcare Insurance. (Available on date of hire)
- Delta Dental Insurance. (Available on date of hire)
- 401K retirement plan. (Available on date of hire)
- Short/long term disability & life insurance.
- \$600 per year in educational reimbursement for industry related training/classes.
- Paid holidays and vacation time.

If you are looking to join a growing business and a great team, please [email](#) your resume today. We will contact you soon for an interview, please no phone calls.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday, 8am – 5pm