

Central Station Dispatch-Part time & Full Time - (Bedford, MA)

We are looking for experienced Central Station Dispatch operators for our Bedford, MA office.

This is an exciting opportunity in our computerized alarm dispatch center for a mature person who enjoys working with people on the phone.

Essential Functions:

- Receiving and acting on alarm signals, interacting with customers and requesting emergency services when necessary.
- Effectively handle multiple tasks while communicating confidently.
- Maintain a helpful professional image.

Requirements:

- Must be able to pass a criminal background check and obtain a Massachusetts Safety License and security clearance.
- Excellent computer and verbal communication skills.
- Demonstrated customer service phone experience in an office environment (2 yr minimum).
- Ability to work at a fast pace while following protocol.
- Maintain a high degree of accuracy and attention to detail.
- Work independently.

Work Shift Requirements:

- Flexibility to cover other shifts when needed, example:
 1. week nights 5pm – 10pm
 2. all weekend shifts
 3. holiday shifts(Note: pay differential for evening, weekend and holiday shifts)

Paid training is provided in-house.

For over 40 years, Lexington Alarm Systems, Inc. has provided peace of mind to our residential and commercial customers by designing custom security, safety and environmental systems that are installed, monitored and serviced to the highest professional standards.

Please submit your resume along with a cover letter to HR@LexingtonAlarm.com describing why this position may be a good fit for you.