



Service Coordinator / Dispatcher

CIMCO is looking for a regular full time **Service Coordinator / Dispatcher** for the Central Region office in Vaughan. This role will appeal to you if you are a highly organized professional who takes pride in the accuracy of your work, attention to detail and ability to exceed customer needs in a timely manner on a consistent basis.

The successful candidate will be responsible for answering service calls, dispatching/coordinating manpower, material and equipment to meet customer needs as well as asset and cost controlling.

Location: Vaughan, ON

Responsibilities:

- Answer customer service calls
- Dispatching mechanics, materials and equipment to customer sites
- Creation of Service Orders
- Follow up on status of ongoing operations
- Manage mechanic purchases
- Inventory control and review
- Sending out samples for analysis
- Filing
- Other duties as requested.

Qualifications/Assets preferred:

- Excellent verbal communication skills
- Ability to work in a dynamic working environment
- Knowledge of SAP or other ERP systems
- Detail oriented
- Highly organized with strong attention to exceeding customer expectations.
- Ability to work both independently and within a team setting

Company Profile

CIMCO specializes in the engineering, design, manufacture, installation and service of complex thermal building solutions for industrial, process cooling and recreational refrigeration and mechanical systems. For more than 100 years, CIMCO's leadership and unparalleled research, development and manufacturing programs has put us at the forefront of industry advancements and technological breakthroughs. Our professional engineers, technicians and designers apply innovative state-of-the-art equipment and refrigerants to develop systems that meet even the most complex thermal challenges.

We offer excellent compensation and benefits, including Pension Plan, Share Purchase Plan, Medical, Dental, Flexible Hours, Career Development Opportunities, Mentoring and Continuing Education.

If you or someone you know is interested in this opportunity, please forward your resume via email to CimcoHR@Toromont.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CIMCO Refrigeration is an equal opportunity employer who recognizes and values diversity. Upon request, CIMCO Refrigeration will accommodate any applicant with disabilities throughout the recruiting processes, including any required applications, interviews and/or assessments.