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## **Inspection Scheduler – Inspections Department**

Oliver Fire Protection and Security is a successful, diversified, family-owned business serving the fire protection community since 1957. Oliver Fire Protection and Security has a well distinguished history of providing fire protection within the Philadelphia region. Our core values respect our employees' worth and contributions, emphasize teamwork and offer opportunities for personal and professional growth. Our Inspections Department is currently seeking a Scheduling Coordinator.

### **Primary Objectives of Position:**

- Daily scheduling of inspectors for fire sprinklers and alarms
- Backfill unplanned vacancies of shifts or cancellations to ensure inspector' schedules are full
- Provide excellent customer service to large client base
- Convey effectively via email and phone to customers and coworkers
- Solve daily challenges quickly and effectively
- Order required equipment delivery and returns for field personnel
- Assist with the upkeep of the Oliver fleet
- Job will also require cross training with the other administrative responsibilities within the Inspections Department

### **Education and Qualifications:**

- High School Diploma or equivalent required: Associate's or Bachelor's degree preferred
- 2 years of customer service or scheduling experience preferred
- Proficient skill with MS Office software
- Strong organizational skills
- Excellent phone and email skills
- Excellent verbal communication

Oliver Fire Protection offers a competitive compensation package including; Salary, Comprehensive Benefits Package including; Medical, Dental, Life, LTD, Profit sharing program. Oliver is an Equal Opportunity Employer. For more information please contact Matt Haines at [mhaines@oliverfps.com](mailto:mhaines@oliverfps.com) or 610-277-1331 ext. 380



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