



## **Scheduling Coordinator / Administrative Assistant**

**R&T Hood and Duct Services, Inc.**, a leader in the industry for providing fire protection services to the greater Seattle area, is seeking a full-time **Scheduling Coordinator / Administrative Assistant** to provide scheduling, logistics and administrative support to the R&T Hood team. The primary aspect of this role is to provide exceptional customer service by being the first point of contact for guests and clients. The position will assist with the flow of work in the office, schedule the jobs, process paperwork, provide clerical duties and post accounts receivables.

For over 30 years, R&T Hood and Duct has been responsible for the installation and inspection of kitchen fire suppression systems, fire extinguishers and kitchen hood/duct systems. Our combination of technical expertise and commitment to customer service remains unmatched in the industry. We believe in promoting employees from within, so this is an excellent opportunity for someone looking to start their career!

### **What the Successful Candidate will have:**

- 1+ years administrative experience in a fast paced environment
- High attention to detail, excellent organizational skills with the ability to multi-task
- Customer Service driven
- Ability to resolve customer service issues relating to receiving timely payments
- Able to work with some level of ambiguity
- Must be a self-starter, resourceful and have the ability to problem solve
- Proficient computer skills including Word, Excel, and Outlook
- Strong communication skills, including excellent accuracy, grammar and spelling
- Ability to work well independently and collaborate effectively with a team
- Handle high volume of inbound and outbound calls for a range of services and products (50+ per day)

**R&T Hood and Duct Services, Inc.** offers a generous benefits package including paid time off, advancement opportunities, medical, dental, 401K, tuition reimbursement, employee referral bonuses and volunteer paid time off. If you would like to join our growing team, please apply today!

### **How to Apply:**

Email resume and salary requirements to [employment@rthood.com](mailto:employment@rthood.com)