



Scheduling Coordinator

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** to provide scheduling, logistics, reporting and administrative support. The ideal candidate must be customer service focused, detail oriented and provide excellent follow up. The position is located in the Georgetown neighborhood of Seattle.

About R&T Hood and Duct Services:

R&T Hood and Duct Services, Inc. has provided fire protection services to the greater Seattle area for over 30 years. R&T Hood and Duct is based in Seattle, WA and has an excellent team of 45+ employees that are 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. Go to <http://rthood.com/> to learn more!

Key Responsibilities of the Scheduling Coordinator:

- Scheduling appointments with various services in a fast-paced setting
- Review daily schedules to ensure optimal routes
- Perform daily reporting on job success rate
- Ability to manage multiple schedules over services
- Own reporting monthly and quarterly capacity
- Send monthly reminders to customers regarding upcoming due dates
- Proactively reach out to customer with services that are due
- Review jobs that were unsuccessful and report opportunities
- Answering multiple phone lines
- Assist managing an email inbox for scheduling opportunities
- Assist with special projects as needed

What the Successful Candidate will have:

- Minimum 2-4 years of service scheduling traffic, capacity planning or master planning/scheduling experience
- 1-year experience writing or generating reports
- Excellent documentation and correspondence skills
- Excellent organizational skills and attention to detail
- Experience in creating and communicating schedules to employees and customers
- Comfortable with Customer Service and Conflict Resolution
- Comfortable with Microsoft Suites and Google platforms

Benefits offered:

R&T Hood and Duct Services, Inc. offers a generous benefits packages for all employees including:

- Paid Time Off
- Health Insurance
- Dental Insurance
- 401(K) Retirement Benefit
- Advancement Opportunities
- Paid Volunteer Time Off
- Employee Referral Bonus Program
- Education Assistance or Tuition Reimbursement

All Things HR, an external HR Consulting Company, has partnered with R&T Hood and Duct Services to assist with the hiring process. If this position looks like a fit for you, submit your resume and cover letter to jobs@allthings-hr.com.