



[https://sjelevator.com/?post\\_type=jobs&p=389](https://sjelevator.com/?post_type=jobs&p=389)

## Scheduling Coordinator

### Description

South Jersey Elevator in Blackwood New Jersey is seeking a highly skilled Full Time Scheduling Coordinator to become apart of our growing team. The Scheduling Coordinator is responsible for scheduling clients to provide the highest quality service to clients.

### Responsibilities

- Answer incoming calls in a friendly, professional, and knowledgeable manner.
- Ability to field new client inquiries over the phone as necessary.
- Work well as part of a small growing team, by demonstrating an open effective communication with supervisors, office staff, and clients.
- Schedules servicing for clients as well as managing the schedule.
- Coordinates, confirms, and follows up with all appointments.
- Organizes the office and keeps office clean.

### Qualifications

- High School or equivalent (Preferred)
- Must be able to work Full Time office hours (Monday – Friday 8am-4:30pm)
- Must have the ability to organize and prioritize daily work.
- Must demonstrate excellent verbal and written communication skills and the ability to listen effectively.
- Must have the ability to work independently and meet deadlines.
- Excellent customer service and communication skills : 1 year Preferred
- Proficient in computer skills with Microsoft including Excel and Outlook : 1 year Preferred
- Willingness and enthusiasm to learn

### Job Benefits

We offer an excellent benefit package including medical, dental, and vision. We offer additionally retirement plans, disability, life, wellness plans, member discounts, paid vacations and holidays; as well as continuing education throughout your career.

### Hiring organization

South Jersey Elevator

### Employment Type

Full-time

### Job Location

1001 Lower Landing Road – #502,  
08012, Blackwood, New Jersey

### Base Salary

\$ 18.00 - \$ 23.00

### Date posted

November 15, 2021