

Mechanical Service Company is seeking an experienced service dispatcher.  
Gordon Latham Limited is a Vancouver area service contractor with 65 trucks, approximately 45 of them working in the Service Division.

### **Responsibilities**

Receive requests for service from customers and record all details in an accurate manner.  
Direct and control the activities of the technical staff on a day to day basis.  
Provide assistance and support to the men in the field.  
Follow up outstanding jobs on a weekly basis and make notes on the cards of the status.  
Maintain a record of mechanic's activities.  
Maintain a schedule of the after hours "on call" rotation.  
Ensure scheduled maintenance to mechanical equipment is completed on time.  
Oversee activities of Assistant Dispatchers.  
Keep the warehouse clean and organized, using the driver's available time to complete this task.  
Organize the driver's daily activities, based on the needs and requests received. Adjust as required.  
Co-ordinate necessary or beneficial improvements to the building and surrounding parking area.

### **Qualifications**

Experience in the HVAC or other mechanical or building systems related field.  
Strong multi tasking ability  
Excellent customer service and general communication skills  
Ability to work well under pressure  
Very organized, good at managing paper flow and all related administrative requirements of the position.

Send Resumes to Robert Flipse, P. Eng, General Manager at [rflipse@lathams.ca](mailto:rflipse@lathams.ca)

Robert Flipse, P. Eng.  
General Manager

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