



Fire Life Safety • CCTV • Security • Access

Service Coordinator

Southwest Integrated Solutions (SIS) is seeking a qualified Service Coordinator who wants to further their career and climb the ladder with growing and reputable company.

Requirements:

- Minimum of 2 years of experience.
- Experience with Razor Sync software is a plus.
- Ability to coordinate and schedule preventative maintenance for service accounts.
- Generate discrepancy repair proposals.
- Manage / reviewing of customer monitoring accounts.
- Basic Computer Skills.
- Microsoft Word and Excel knowledge.
- Answer phones / Strong phone skills.
- Filing paperwork.
- Follow verbal and written instructions from supervisor.
- Self-Motivated

Additional:

- Ability to work independently as well a part of a team.
- Must pass a drug test. SIS is a drug and alcohol free company.
- Wage is based on experience.

Benefits Available:

- Medical
- 401K
- Paid vacation and holidays

