



**Office Coordinator** – full time – Monday-Friday 8am-5pm - pay \$17-22/hr (pay negotiable based on experience)

Cline Fire is seeking an Office Coordinator for our field office in Mansfield, Ohio.

As the Mansfield Office Coordinator, you will play an integral role in coordinating technicians and related paperwork for inspecting, testing, and servicing fire protection systems for our customers in and around the Mansfield, Ohio area.

Specific responsibilities include, but are not limited to:

- Coordinate with customers to create daily technician schedules for inspections and service
- Prepare work orders, inspection reports, and related paperwork for field technicians
- Provide initial review and processing of completed field paperwork
- Provide customer service for incoming customer calls
- Work with field technicians to identify needed service equipment, parts, and materials
- Communicate with field technicians throughout the day to ensure timely completion of assigned work
- Provide timely updates to management regarding work assigned to the field office and technician performance
- Serve as the liaison between the field office staff and management, working from a separate location
- Other duties and responsibilities as assigned

**The Office Coordinator is responsible for opening and closing the field office daily.**

Position Requirements:

- Ability to effectively work independently with minimal supervision
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- Detail oriented with a high level of accuracy in data entry and record keeping
- Well-developed organizational and prioritization skills
- Excellent written and verbal communication skills
- Proficient computer skills
- High school diploma or equivalent
- Ability to pass a drug test and background check

**Previous experience in service scheduling preferred.**

Compensation:

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch (12:30-1:30). Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.