



Kings Aire, an established Heating & Air Conditioning Company in El Paso, TX, has an opportunity for the right person. If you are looking for a career, not a job, then working as an HVAC Dispatcher may be the perfect option for you! Must enjoy customer service, have the ability to handle high volume calls, be dependable, and have prior success in a dispatching position in a residential and/or commercial setting, or office / phone receptionist setting. If you have experience of three years, we offer the best opportunity. Kings Aire is one of the largest Air conditioning companies in El Paso, TX.

Benefits Include:

- Healthcare and prescription insurance
- 401K with company match
- Paid Training
- Paid Holidays and Vacation
- Advancement Opportunities
- On the Job Training

Requirements:

- Minimum 3 years in a dispatch position in a residential and / or commercial setting, or equivalent in office / phone receptionist setting
- Bilingual in English and Spanish
- Exceptional work ethic and organization skills
- Excellent written and verbal communication skills
- Computer literate with experience in Excel, Word, or other processing software
- Detail oriented
- Must be willing to work overtime on demand season
- Must have valid driver's license and be able to pass drug test and background check

