Fire Sprinkler Administrator

Statcomm is an industry leader in Auto-Gates/Doors, Fire Alarm/Fire Sprinkler Systems testing, inspection, service and installations, servicing the greater San Francisco Bay Area. Having recently celebrated our 20th Anniversary We are seeking an out-going, detail oriented and enthusiastic individual to join our staff. This is a full-time position and will require a high level of organization as well as heavy customer and inter-departmental communication. You will be supporting our Sprinkler Department, working closely with the department to organize daily schedules, meetings, and field phone calls for the division. This position will focus on customer support and internal operations, including billing, report writing, sales proposals, and scheduling.

Job Description:
• Assist in the administration of our Sprinklers Department
• Create work orders
• Create status reports for the client
• Conducts research, and provides reports.
• Assist with Sales Proposals

Competencies:
• Ability to complete tasks and goals correctly, consistently and on time.
• Responds promptly to customer needs, requests for service.
• Follows policies and procedures and maintains confidentiality.
• Ability to deals with frequent changes, delays, or unexpected events.
• Ability to work with other staff members
• Works ethically with integrity.

Requirements:
• Strong English Skills (both verbal and written)
• Very strong data input skills with attention to detail
• Very organized
• Basic computer skills (using a network, copying files, etc.)
• Good typing skills (55wpm minimum)
• Basic math skills
• Strong Word, Excel and Outlook
• Clean driver's license
• Negative drug test
• Clean criminal history
• Good references
• Prior experience
• American Contractor accounting software experience is strongly preferred

Salary for this position starts at $18-$20 hr. We offer a comprehensive benefits package. Statcomm Inc. is an Equal Opportunity Employer and promotes a drug-free workplace.

For consideration, please send a cover letter, salary history and resume to jobs@statcomm.com or fax to (650) 988-9005

For additional information on our firm, go to: www.Statcomm.com