



**About Us:** Havel is a division of Shambaugh & Son and is a wholly-owned subsidiary of EMCOR Group, Inc. EMCOR is the world's leading provider of mechanical and electrical construction and facilities services including planning, consulting and operations and maintenance.

Havel provides single source solutions that meet a wide range of facility design, installation, operation and maintenance requirements. For more than 50 years we have learned to anticipate operational needs, identify new technology trends and provide construction services for the mechanical (PHVAC) electrical, building automation systems and energy services industries.

**Job Title:** Service Department Service Coordinator

**Job Description:** Written and verbal skills will be used on a daily basis with customers, managers, techs and coordinators in the service department. Daily expediting and entering of purchase orders, maintain contracts and multiple reports for service department. Answer phones for dispatch and assist with billings and filing.

**Essential Duties and Responsibilities:** Candidate must have PC/Word processor skills with strong oral and written communications skills. Accuracy and attention to detail and excellent organizational skills are a must. I Series (AS400) experience a plus.

**Ideal Candidate** would have background experience in service dispatch and customer service, have a working knowledge of Microsoft Excel, Word and Lotus Notes, be a self starter with strong customer relation skills, and possess a willingness to learn and ability to work with others. Good written and spoken communication skills are key to the job.

Location: Fort Wayne Havel Service Department

Visit our website at [www.havelbros.com](http://www.havelbros.com) to learn "What we do and How we do it."

If you are interested in joining a growing team of engineering and construction professionals please submit your resume to [HR@shambaugh.com](mailto:HR@shambaugh.com) or fax to (260) 487-2017.

**We offer our employees a competitive salary and comprehensive benefits package and are always looking for individuals with the talent and skills required to contribute to our continued growth and success. EOE M/F/D/V**