



## Dispatcher/Service Coordinator

Full-time	Shoreline, WA	Salary: \$15 - \$30/hr, DOE	Open until filled
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Northwest Restaurant Services is looking for a dispatcher/service coordinator to join our team. We seek an outgoing, flexible, and multitalented individual to assist our restaurant customers with service and repairs, and perform general administrative tasks. Responsibilities for this position include, but are not necessarily limited to:

- Scheduling and dispatching drivers or work crews according to predetermined schedules or customer requests
- Relaying information, such as work orders or other messages, to and from work crews
- Using telephones, two-way radios, email, or text messages to contact employees
- Speaking with supervisors or customers to resolve problems or fulfill requests for services or equipment
- Preparing or receiving work orders
- Keeping and organizing work requests, customer requests, completed work requests, charges for work performed, expenses for services performed, inventory records and other information
- Prepare communications, such as emails, invoices, reports, and other correspondence
- Maintain filing systems (electronic and physical)

### **Required qualifications**

- High school diploma or equivalent
- At least one year of experience in a front-office capacity
- Demonstrated experience in data entry and file maintenance
- Ability to multitask and stay organized in a fast-paced environment
- Excellent attention to detail
- Excellent telephone and interpersonal communication skills
- Demonstrated ability to compose and deliver clear and concise verbal and written communications
- Proficiency in Microsoft Office

### **Preferred qualifications**

- Associate's degree in business or office operations
- Experience using QuickBooks

### **About Northwest Restaurant Services**

Since 2009, Northwest Restaurant Services has been helping Western Washington restaurateurs keep their kitchens running at peak efficiency. From installation to maintenance to repair, restaurateurs count on NWRS for 24/7 support and an exceptional record of on-time delivery. We are factory-authorized to install and maintain most major brands of commercial kitchen equipment.

We pride ourselves on having the best-trained technicians in the business. All jobs are overseen by a lead technician with at least five years of experience in foodservice equipment installation, repair, and maintenance. Our repair units are equipped with GPS and our technicians carry tablets to ensure they have access to the latest technical bulletins and repair information from the manufacturer. In addition to any applicable manufacturer's warranties, we provide our own 30-day warranty on labor.

**Equal Opportunity Employer**

Northwest Restaurant Services is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, marital status, veteran status or any other status protected by applicable local, state or federal nondiscrimination laws. This policy applies to all aspects of employment, including recruitment and hiring, selection, transfer, demotion, compensation, promotion, benefits, termination, social and recreational activities, and all other terms and conditions of employment.

**How to apply**

Email resume and cover letter to: [jobs@srscooks.com](mailto:jobs@srscooks.com) or apply in person at:

Northwest Restaurant Services  
14910 Aurora Avenue North  
Shoreline, Washington 98133

If applying by email, please indicate which position you are applying for in the subject line of your email. If applying in person, store hours are Monday-Friday 9-6.