



Pine Certified Service, Inc.  
101 Industrial Drive  
Grove City, PA 16127

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[pinetestequipment.com](http://pinetestequipment.com)

## Position Description

**Position Title:** Service Coordinator                      Hourly Position  
**Company:** Pine Certified Service, Inc.  
**Reports To:** General Manager, Pine Test Equipment, Inc.

Pine Certified Service and Pine Test Equipment have been serving the materials testing industry for more than 50 years. With well-engineered equipment and an exceptional staff, Pine has earned a reputation of producing high quality equipment that is well supported.

Pine Certified Service, Inc. is accepting applications for a Service Coordinator who will continue to foster current customer partnerships, identify and build new partnerships, and coordinate the company's service activities.

### The Service Coordinator will:

- Develop a thorough understanding of Pine equipment, services and capabilities
- Provide exceptional customer service
- Develop & communicate weekly service schedules
- Prepare service packets
- Ensure that technicians have the tools, parts, and information
- Enter work order information into ERP database
- Pursue outstanding accounts receivable for service work
- Prepare and manage service bids and quotes
- Schedule and coordinate in-house repairs and calibrations
- Schedule and coordinate vehicle maintenance
- Prospect for new customers

### Minimum Requirements:

- Business or Technical Associates Degree, or equivalent experience
- Two years working in an office environment, providing excellent administrative and customer service
- Proficient with computer technology including MS Suite, Outlook, Internet, Google Maps
- Extremely detail-oriented and organized
- Strong communication skills, written and verbal, including proper telephone etiquette
- Perform basic mathematics at an above-average level

### Preferred additional skills and knowledge:

- Experienced service coordinator

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

**To be considered for this position, you must apply at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov) posting # 12840608**