

## **HVAC Service Manager**

Payless Cooling - Pearland, Texas

Payless Cooling is a family owned and operated HVAC company that is looking for a personable and self-motivated Service Manager. Our customers are our most valuable asset and deserve prompt attention and careful follow through. Payless Cooling is offering a position with growth potential to an experienced HVAC manager that is looking for a better work- life balance within a less stressful environment that is typically found with larger companies. We offer a competitive compensation package that includes paid vacation time, insurance packages, a company vehicle, and provided uniforms.

**Job Title:** HVAC Service Manager

**Compensation:** Salary + Commission

**Work Hours:** 7:00am to 6 pm, Monday - Friday, Seasonal- weeknights and Saturdays

**Reports to:** President and Business Manager

**Primary Job Function:** To manage the service operations of the company. This includes overseeing the daily dispatching and efficiency of the service technicians and service department. Responsible for making sure that all service techs are properly trained, mentoring, and ride a longs. The Service Manager is expected to handle all aspects of the service department and to ensure its continued profitability and growth. Other duties include customer relations, reviewing and filing warranty claims, interaction with the other managers and office administrators in respect to scheduling and installation needs.

### **Qualifications Required:**

- Three years related experience and/or training in customer service, management in a service industry or equivalent combination of education and experience
- Extensive knowledge of industry, HVAC certification and license
- High school diploma or its equivalent
- Valid driver's license and insurable driving record
- Willing to submit to background check and drug testing upon request

### **Skills desired:**

- Professional communication skills
- Strong interpersonal management skills
- Positive, "Can-do" attitude
- Well organized and able to work independently
- Computer skills
- Ability to multi-task and prioritize

Send resume to: [Paylesscareers@gmail.com](mailto:Paylesscareers@gmail.com)