



Brothers Fire Protection

Elk River Office
9950 East Highway 10
Elk River, MN 55330

Telephone: 763-441-2290
Fax: 763-441-5010

St. Cloud Office
600 25th Ave. S., Suite 105 Telephone: 218-727-3996
St. Cloud, MN 56301 Fax: 763-441-5010

Telephone: 320-229-2990
Fax: 320-229-2970

Duluth

Brothers Fire Protection Co. Job Description

Job Title: Service Coordinator/Inside Sales Assistant

Reports To: Office Manager

Location: Elk River, MN

Status: Fulltime

Date of Origination: 12/07/2011

Industry: Construction

Posting Number: 20111207-1

Pay: Hourly

Closing Date:

Basic Function: Customer Service and Relations. Prepare inspection proposals and service work quotations. Schedule fire sprinkler, extinguisher, kitchen hood and alarm inspections. Dispatch service calls. Initiate new service work. Upload reporting to DocuVault. Prepare service and inspection invoices. Compile monthly sales reports. Maintain customer data base. Set up and bill monitoring and UL accounts.

Education, Experience and Skills:

Essential skills: excellent time management, organization, verbal and written communication, ability to handle multiple tasks simultaneously. **Two years' experience in fire sprinkler, fire alarm or construction service coordination required.** Individuals must be self-motivated, diligent, have the ability to work independently, stay on task, follow through and follow up with customers.

Brothers Fire Protection Co. offers a competitive salary and benefits including: medical, dental, Life AD&D and LTD insurance, 401K, HSA and Section 125 Plans. For Immediate consideration, please forward resume with salary requirements to: Nicholette Schlaeger, Office Manager (hr@brothersfire.com). You may also mail or fax your information to:

Attn: Nicholette Schlaeger
Brothers Fire Protection Co.
9950 East Highway 10
Elk River, MN 55330
Fax 763.441.6868
www.brothersfire.com

*Sales / Estimating / Design / Installation / Inspections / 24 Hour Emergency
Service & Repair*

~ Equal Opportunity Employer ~