

Service Coordinator

Scallon Controls, Inc. is accepting résumés for the position of Services Coordinator.

The primary responsibilities for this position include preparing budget estimates for valve and instrumentation repair prior to a services event, coordinating employee and subcontractor efforts for in-house repairs and field services, issuing and tracking work orders, purchase orders, and customer orders related to service events, sourcing parts and assemblies as needed, providing updates to internal personnel and customers as required, providing application/specification support for repairs, determining pricing for billing, and working with account managers to generate services growth.

Secondary responsibilities will include supporting new product sales at select accounts.

Ideal candidates will have a bachelor's degree in an industry-related field and have 5+ years of relative experience with control valves, isolation valves, and general instrumentation.

Please e-mail résumés to hr@scalloncontrols.com, or fax to 409-242-6275, Attn: Human Resources.

Please include the title of this position in the subject line of your correspondence