



Position: Dispatcher and Office Administrator

Kama'aina Termite and Pest Control is looking to hire an experienced Dispatcher and Office Administrator with customer service and logistics experience. This position plays a key role in scheduling and managing appointments and technicians to ensure services are efficiently completed for our residential and business customers. The Dispatcher and Office Administrator must have excellent communication, time and project-management skills, and the ability to work under pressure in a fast-paced environment.

The position also performs a variety of administrative and clerical tasks including providing support to our managers and employees, assisting in daily office needs, and managing our company's general administrative activities.

This is a full-time position and a great opportunity for a motivated individual to become part of a 20-year company with benefits such as medical, dental, vision, paid holidays, vacation and sick days. Compensation is commensurate with experience. Qualified candidates who show initiative and promise have the opportunity to earn bonuses and wage increases upon satisfactory performance reviews.

Compensation: Starting wage will be based on previous experience.

Job Type: Full-time

This position requires performing a variety of dispatching and administrative functions such as:

- Scheduling service appointments
- Interacting with customers
- Creating and monitoring service routes for technicians
- Inputting contracts, payments and service orders
- Composing memos/transcribing notes
- Making travel arrangements
- Handling multiple projects
- Relies on experience and judgment to plan and accomplish goals
- Reports to Office Manager, General Manager and President

Candidate must possess the following:

- High School Diploma or General Education Degree (GED)
- 2 to 4 years of office administration experience
- Familiarity with standard concepts, practices and procedures in a busy office environment
- Previous experience in dispatching or route scheduling preferred
- Possess strong logistical, organizational and time-management skills
- Posses solid phone and communication skills

- Ability to work independently and in a team setting
- Must have a strong focus on customer service
- Ability to work in a fast-paced, high-pressure environment
- Be self-motivated and have a strong work ethic
- Possess a valid driver's license
- Pass a pre-employment drug screening and background check

Benefits:

Health, Dental and Vision Insurance

Paid holidays, vacation and sick days

How to Apply:

Send applications and resumes to info@kamaaina.com with 'Employment' in the email subject line.

Phone calls and walk-in applications are not accepted.

Kama'aina Termite and Pest Control is an Equal Opportunity Employer.