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Business Registration Certificate #0483775
Public Works Contractor Registration #64644
NJ DEP/Solid Waste Transporter #00990
Home Improvement License #13VH02569300
Casino Control License #65948
Philadelphia Business License #434471
DEP UG Storage Tank License #0010807

Plumbing*Heating*Cooling*Refrigeration*Drain Cleaning*Construction Management*Energy Conservation

ASSISTANT SERVICE MANAGER

GE Mechanical is a leading full-service mechanical contractor, headquartered in Vineland, NJ, and serves all of South and parts of Central New Jersey. For over 33 years, GE Mechanical has provided a full range of refrigeration, HVAC, plumbing, drain cleaning, and environmental services to commercial, industrial and residential customers. GE Mechanical provides 24/7/365 maintenance and repair services as well as system design and installation, and is a trusted partner of its customers for all of their mechanical systems' needs.

GE Mechanical has continued to grow its business over the past several years, and we are looking for an experienced and motivated Assistant Service Manager to help us continue to grow. This position provides high earning potential while also offering career advancement opportunities.

***** Responsibilities *****

- Thoroughly support, execute, and coordinate the full operation of the Service Department
- Knowledge and understanding of existing policies and procedures to promote smooth daily operations within the Service Department
- Effectively manage Preventative Maintenance Contracts & associated responsibilities
- Assist with managing daily operations and staff of Service Department
- Assist planning the use of material/parts, equipment, as well as Service Department scheduling
- Assist with daily oversight of customer service and data analysis
- Assist with parts/inventory for multiple warehouses

***** Qualifications *****

- Minimum 5 years of experience: HVAC/Plumbing/Construction equipment, materials & operations
- Possess skill and understanding in overall Service Department expectations & Management
- Proven history of Service Department success
- Ability to collaborate across functions to manage staff, inventory, cost and price factors that influence Service needs of the Company
- Excellent verbal and written skills
- Advanced knowledge of Service Management and techniques
- Knowledge of construction software programs and MS Office platforms
- Professional, ethical, and a team player willing to grow with the company

***** Rewarding Your Performance *****

- Company paid vacation and holidays
- Available for Performance based commission and Company bonus
- Company health care & Dental benefits
- NJM auto and home owners insurance options
- 401k plan with Company match
- Company paid life insurance
- Education and training provided with monetary incentives available for education courses completed
- Company truck provided or mileage paid for travel to customers/prospects

