REITMEIER

Bringing balance to your environment.

Letter from Reitmeier President, Jeff Nusz:

"We are looking for a Service Coordinator who thrives on attention to detail, exhibits above-average interpersonal skills, and possesses the ability to see the big picture. This candidate should have the ability to manage multiple projects. You will thrive in this position if you are someone who can "bring it" on a daily basis.

Reitmeier is not a large company, but we think BIG and strive to be the absolute best in our class. We are an employee-driven company first and foremost. It is the people at Reitmeier who are the engine that propels us to success.

We're looking for an individual to support and assist our team. Strong communication skills and professionalism are paramount to the success of this position. As a client- and employee-driven company, we believe in forming lasting and mutually beneficial partnerships.

At Reitmeier, you'll experience an amazing, team-oriented environment that places high value on the person as well as the position. If you are looking for a long-term relationship and wish to find "balance" in your career and in life, then let's talk."

Best Regards,
Jeff

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About Reitmeier

At Reitmeier, our mission is **"Bringing Balance to Your Environment."** While this relates directly to the HVAC services that we provide to our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members. We strive to bring out the best in every employee.

Our company understands that our growth and success stems directly from our people. We understand that if we start by hiring A-players who are not only passionate about their position and department, but also invested in our company as a whole, then we have an incredible formula for a thriving company. Reitmeier empowers people to make great decisions, build sustainable relationships, and grow their leadership skills.

Live the Reitmeier Values: Reitmeier team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company's mission: *"Bringing Balance to Our Environment."*

Lead the Way: We work to lead the way as a company in the technologies we bring to our customers and to the culture we create internally. Reitmeier wants to be the absolute best at what we do. Constantly challenge and stretch yourself because when everyone in our organization strives to be the best they can be, our company will thrive as a whole.

Build Sustainable Relationships: Reitmeier believes in the power of long-lasting, harmonious relationships. We value great communication and interactions with all team members. We strive for an environment that is friendly, warm, and exciting.

Create the Right Solution: Our people take initiative to solve problems so that the team and the company can succeed. Every team member is continuously innovating and improving our operations, always working to do things better and raising the bar for the highest standards possible.

Own It: Every team member is encouraged to put their name on every job they do. This pride in ownership ensures the growth and success of the company. Everybody is encouraged to collaborate with other team members whenever challenges arise. We believe that success and mistakes become learning and growing opportunities.

Are You the Ideal Candidate for Our Service Coordinator Position?

Reitmeier is hiring a Service Coordinator. The right candidate thrives in an environment that is fast paced with an emphasis on extreme detail. We're hiring a motivated individual who likes to roll up his or her sleeves and get the job done.

Here are some questions to help you know whether this position is right for you:

- Can you contribute to an environment oriented toward sustainable relationships, open communication, and cohesive team effort?
- Are you looking for a career?
- Do you keep a positive and professional attitude under stressful circumstances?
- Do you pride yourself on being responsible and accountable for your actions?
- Can you prioritize and multi-task like no other?
- Are you looking to work at a growing HVAC firm that's unlike any other?

To be qualified for the Service Coordinator position, you must have:

- High School Diploma and/or equivalent.
- Strong communication and people skills.
- Ability to pass a pre-employment drug test required.
- Proficient in MS Suite Office (Outlook, Word, Excel)
- Two-year experience in an office setting and/or customer service role.
- Quickly learn new techniques and skills as required by job.

Your Specific Responsibilities Will Include, But Are Not Limited to The Following:

- Provide direct support to the Service Division.
- Greet all visitors to our office.
- Manage a multi-line telephone system.
- Perform various office duties as assigned
- Assist other Team Members as requested

To apply, please send an email with cover letter, resume, and references to careers@ReitmeierNW.com with the title "Service Coordinator" in the subject line. No phone calls or in-person visits please.