



519-237-4328  
info@jaydensmechanical.com

## **WE'RE HIRING!**

### **Job Description:**

As the Jayden's Mechanical North Location Manager with Jayden's Mechanical, you will become part of a team of stellar employees who are highly valued and skilled. We are a privately owned and operated business dedicated to performing quality work and providing outstanding service to our customers. This role is a full-time permanent position and will be great for anyone who wants to make the most of their abilities and grow within a rapidly expanding company committed to hard work.

### **Responsibilities Include (but are not limited to):**

The North Location Manager would be responsible for organizing day to day operations at our new office in Goderich On. You will handle day to day workorders from start to finish. Meeting and greeting clientele, answering incoming calls, pricing, purchasing, scheduling, and invoicing.

- Developing a thorough understanding of the business
- Exceeding customer expectations
- Conflict resolution and astute problem solving
- Providing excellent customer service
- Performing additional responsibilities as assigned
- Build productive trust relationships with the Jayden's Mechanical Team and customers
- Adheres to and ensures that all team members are aware of, understand and comply with all new and existing company policies

The position is based at our North Location just off the square in the Town of Goderich.  
Monday through Friday 7am – 5pm.

### **Qualifications Include:**

The ideal candidate would,

- Highly organized and competent individual ready for a fast-paced work environment
- Proficient experience with QuickBooks & Microsoft Office
- Experience with Field Service Management Software an asset
- Strong work ethic and a positive attitude
- Team player with proven ability to work independently and cohesively
- Excellent communication skills and ability to professionally represent the organization with all stakeholders
- Accountable problem solver with the ability to oversee projects
- Previous management experience an asset

### **Compensation Includes:**

Highly competitive wages based on experience and qualifications as we are looking for career minded individuals who will grow with our company.

**PLEASE SUBMIT APPLICATIONS TO [INFO@JAYDENSMECHANICAL.COM](mailto:INFO@JAYDENSMECHANICAL.COM)**

Note only those candidates selected for our pre-screen process will be contacted