



Titan is a leading national electrical contractor with locations in Florida, Illinois, Georgia, and Texas. Titan maintains a strong reputation as a leading high-quality, customer-centric service provider which has resulted in strong financial growth since its inception in 2003. As a result, the company has become a trusted partner to its customers and suppliers and has established a proven track record of year-over-year growth. The company has significant opportunities to further penetrate its existing markets and expand into other geographies and service lines.

Service Billing and Coordinator

Position Summary:

Responsible for overall administrative functions of the Titan Electric Service Department.

Major Responsibilities:

- Billing of all service jobs and distribution of these billings
- Maintain the daily schedule for the Service Technicians, create service tickets and manage this process
- Respond to incoming calls for service that come in from the main number
- Communicate with the technicians frequently throughout the workday to dispatch as jobs are finished.
- Maintain the Purchase Order logs and be available to Service techs throughout the workday to obtain PO for jobs. Enter these material purchases into the accounting software/programming for accurate job costs.
- Review and follow up on AR twice weekly
- Prepare and be available for weekly ad hoc reporting and meetings on the service department

Requirements:

- Minimum of 4 years' experience in service billing and administration.
- Previous experience with working closely with vendors and field staff to assist in managing all administrative aspects of service projects.
- Previous experience with accounting software.
- Working knowledge of Microsoft Office Suite.
- Ability to manage multiple tasks simultaneously.
- Experience with Blue Folder or other dispatching programs preferred.

Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.