

# C-40066 Service Dispatcher A

**Description:**

**Pay Group: 16**

**Location: Liverpool**

**Supervisor: Shirl Cortese**

**Unposting Date: 01/17/2023**

**About the Position:** Under general supervision, to handle telephone customer contacts; to plan, assign and record work orders; to do all types of work necessary in a Service Department office; to transmit messages to Service Representatives and other field workers.

**Job Qualifications:**

- Should have at least three years' experience as a Service Representative;
- General knowledge of distribution system in the area;
- Analytical ability;
- A general knowledge of Company policies, practices and procedures relating to Service and meter work.

**Only bids received on or before the above close date will be given consideration. Email bids to RecruitingNY@nationalgrid.com or fax bids to (315) 401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**