

**Job Title:** Fire Extinguisher Coordinator

**Location:** St. Louis

**Job Type:** Full Time

**Reports to:** Director of Life Safety Sales

### Overview

Boyer Fire Protection is looking for a motivated, detail-oriented Fire Extinguisher Coordinator to support our growing Life Safety division. This role plays a key part in keeping our fire extinguisher inspection operations organized, compliant, and running smoothly as this service continues to grow.

We're looking for someone who enjoys working with both people and systems, someone who's comfortable communicating with customers, coordinating inspection schedules, and handling accurate data entry and billing related specifically to fire extinguisher inspections. Reporting to the Director of Life Safety Sales, this position works closely with our technicians and internal teams to ensure inspections are scheduled properly, documentation is accurate, and customers receive a seamless experience from start to finish.

### Key Responsibilities

- Schedule annual and recurring inspections for Field Technicians by communicating with current customers
- Coordinate monthly inspection routes and dispatch work using our database systems
- Maintain scheduling spreadsheets and track job progress
- Serve as main point of contact for our scheduling email and communicate with inspection technicians daily
- Assist with organizing technician schedules in coordination with inspection volume and customer deadlines
- Respond to incoming customer requests and outline inspection follow-up needs
- Manage customer portals and ensure inspection data is up to date
- Assist with quoting inspections, renewing contracts, and creating price lists
- Help manage inspection paperwork and ensure proper filing with authorities and clients
- Set up all fire extinguisher jobs in our inspection management software
- Review and update sites with accurate information during setup / scheduling process
- Bill all completed fire extinguisher jobs and send appropriate paperwork to clients
- Track renewal schedules and assist in maintaining ongoing customer contracts
- Serve as a go-to resource for field staff needing software updates or on-the-fly scheduling changes during



## What We're Looking For

- Associate's degree preferred; interest in fire protection or life safety is a plus
- Minimum of 1 year of relevant work experience preferred
- Proficient in Microsoft Word, Excel, Outlook, and comfortable using Apple products
- Strong organizational skills with a sharp eye for detail
- Excellent time management and multitasking abilities in a fast-paced environment
- Able to interact professionally with customers, vendors, and field technicians
- Customer service experience is a plus
- Team player who enjoys working in an office-based, collaborative environment
- Flexible and able to adapt to shifting schedules, priorities, and workflow needs

## Why Boyer Fire Protection?

We're a team that values clarity, communication, and efficiency. In this role, you'll become an essential part of our fire extinguisher operations, and we'll invest in your success with training and support. Whether your background is more customer-focused or data-driven, we'll tailor your responsibilities to match your strengths and help you grow into a well-rounded coordinator.

## How to Apply

Interested candidates should send their resume and cover letter to [hr@boyerfire.com](mailto:hr@boyerfire.com) or fill out the form [here](#).

*Boyer Fire Protection is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## Benefits

Health Insurance, HSAs and FSAs, Dental & Vision Insurance, Life Insurance, 401(k) with Company Match, Profit Sharing, Paid Time Off (PTO), Professional Development, Referral Program, and more.

