

Service Associate/Coordinator - Career Building Opportunity, Bayonne NJ

Company Overview

First Allegiance is an established, woman-owned, property service firm located in Bayonne, NJ. We provide a wide range of services on bank-owned properties throughout the United States. First Allegiance is a forward thinking company with a reputation for creativity, quality service, and professionalism. We are a fast growing company with a deep appreciation for excellence in employee performance. Please visit www.firstallegiance.com to learn more.

Job Responsibilities

First Allegiance has several Service Associate/Coordinator roles. These are long term positions in a fast paced professional environment with opportunities to develop skills and grow professionally. Team members will be trained and developed to accomplish various tasks including:

- Find contractors to maintain and service properties throughout the United States
- Assign work orders to contractors
- Confirm and follow up on work orders
- Manage contractor workload and performance
- Manage and resolve property related issues
- Perform quality control functions
- Meet client timelines and expectations
- Prepare, review, and negotiate bids
- Solicit and expedite support documentation
- Identify areas of workflow and process improvement

Job Requirements

- 2-5 years general office experience
- Goal orientated and resourceful
- Effective/persuasive communication and negotiation skills
- Problem solving skills
- Attention to detail; organized
- Team player
- Customer service oriented
- Effective follow up skills
- Additional hours/rotating Saturday morning coverage required during peak production periods
- Local candidates preferred

Package Overview

- Full time; 37.5 hours per week; overtime rate after 40 working hours
- Competitive salary commensurate with experience
- Paid Time Off plan that grows with longevity; paid holidays; perk programs
- Medical, dental, and vision offerings (with employee contributions)
- Medical and dependent care FSA offerings
- Matching 401(k) retirement offering
- Team building and employee appreciation events
- Career growth and development opportunities

To apply, please visit www.firstallegiance.com/employment.

Equal Opportunity Employer: As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to sex, race, religion, creed, color, national origin, ancestry, physical or mental handicap or disability, medical condition, marital status, sexual orientation, sexual identity, sexual expression, genetic composition, familial status, domestic partner or civil union status, veteran's status, age or any other basis made unlawful by federal, state or local law or ordinance or regulation.