

## Junior Associate (Entry Level) - \$15 - \$17/hour - 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](http://www.firstallegiance.com) to learn more.

### Job Responsibilities

First Allegiance has several Junior Service Associate 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 service or administrative tasks which may include:

#### *Sample Service Related Tasks*

- Find contractors to maintain and service properties
- Build and maintain relationships with contractors
- Assign work orders to contractors
- Confirm and follow up on work orders
- Manage and resolve property related issues
- Perform quality control functions
- Meet client timelines and expectations
- Solicit and expedite support documentation

#### *Sample Administrative Related Tasks*

- Process invoices
- Bill clients
- Prepare and review bids
- Manage and resolve contractor inquiries
- Solicit and expedite support documentation
- Register properties

### Job Requirements

- Goal orientated and resourceful
- Effective/persuasive communication skills
- Problem solving skills
- Attention to detail; organized
- Team player
- Customer service oriented
- Effective follow up skills
- Collections experience a plus
- 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
- 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
- Company sponsored life insurance
- Team building and employee appreciation events

**To apply, please visit: [www.firstallegiance.com/employment](http://www.firstallegiance.com/employment).**

*Additional Keywords: Customer service, vendor management, call center, phone, administrative, admin, assistant, sales, real estate, property management, property preservation, reo, real estate, default, construction, Staten Island, Jersey City, Hudson County, team, lead, leadership, leader, collections, quality control.*

*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.*