

Sales / Vendor Recruiting – 35K to 38K, Several Positions Available, 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 growing company with a deep appreciation for excellence in employee performance. Please visit www.firstallegiance.com to learn more.

Job Responsibilities

The New Vendor Coordinator is responsible for finding contractors via phone and email to perform services on bank owned properties throughout the United States. This is a long-term, office-based (Bayonne, NJ) position in a fast paced environment with opportunities to develop new skills. As a New Vendor Coordinator, you will be trained to perform the following tasks:

- Find and hire contractors in remote locations throughout the country. Heavy outbound calling.
- Build and maintain relationships with contractors.
- Explain timeline and work requirements to contractors.
- Assign job orders to contractors.
- Meet daily and monthly productivity and performance metrics.
- Perform other team related tasks as needed.

Job Requirements

- 3-5 years of successful telemarketing/sales, recruiting, or similar experience
- Personable with great phone skills;
- Effective/persuasive communication and negotiation skills
- Goal orientated and resourceful
- Persistent follow up skills
- Problem solving skills; attention to detail; organized
- Team player, Customer service oriented
- Additional hours/rotating Saturday morning coverage required during peak production periods
- Local candidates preferred

Package Overview

- Full time; office-based (Bayonne), 37.5 hours per week; overtime rate after 40 working hours
- \$15 hourly base, OT & monthly bonus potential. Total target compensation potential of \$35,000-\$38,000.
- 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 paid life insurance
- Team building and employee appreciation events

First Allegiance®

Promises kept.

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

Additional Keywords: sales, inside sales, sell, sale, prospect, prospecting, property preservation, reo, real estate, default, outbound, call center, Staten Island, Jersey City, Hudson County.

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.