

Customer Service Coordinator – Bayonne NJ

Do you enjoy talking to people, solving problems and being part of a dynamic team? If so, this is the position for you!

As a Customer Service Coordinator, you will develop and maintain relationships with contractors throughout the US. In this role, you will schedule, confirm and follow up on work orders, resolve property related issues and ensure quality standards, timelines and expectations are being met. These are long term positions in a fast paced environment with opportunities to develop skills and grow professionally.

Package Overview

- Compensation: \$17/hour plus OT after 40 working hours
- Paid Time Off that grows with longevity; paid holidays; perk programs
- Medical, dental, and vision
- Medical and dependent care FSA
- Matching 401(k) retirement
- Company paid life insurance
- Commuter Plan
- Great Company culture and lots of perks

Applicant Details

- Engaging personality with great phone skills
- Effective/persuasive communication and negotiation skills
- Goal orientated and resourceful
- Effective follow up skills
- Problem solving skills; attention to detail; organized
- Team player, Customer service oriented
- 4-8 years relevant experience
- Additional hours/rotating Saturday morning coverage required during peak production periods

About Us

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.

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.
