

**First Allegiance®**

*Promises kept.*

Field Operations Supervisor – Union, NJ Area

Company Overview

First Allegiance is an established, woman-owned, property preservation 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](http://www.firstallegiance.com) to learn more.

Job Responsibilities

Responsible for managing all aspects of the company's New Jersey field operations. This includes the direct supervision of all field employees and outside vendors. Candidate will perform various tasks using independent discretion and judgment including:

- Conduct interviews and hire field employees (laborers).
- Schedule, route, and supervise field employees.
- Ensure that client timelines and deadlines are consistently met by the team.
- Conduct hands-on field training for repair & property preservation services.
- Inspect field work to ensure that it meets customer requirements; correct imminent safety issues at property; upload inspection reports and photo documentation while onsite.
- Implement and enforce policies and procedures relating to field work.
- Determine scope of work for properties.
- Negotiate and approve work orders.
- Use independent discretion and judgment in order to find, hire, train, manage and retain vendors.
- Negotiate and agree to pricing with outside vendors.
- Approve vendor payments based on assessment of work performance.
- Assess and manage the performance of field employees, including implementing discipline, when necessary.
- Terminate the services of field employees and outside vendors, when necessary.
- Service local brokers and maintain positive relationships.
- Attend regular onsite meetings at Bayonne, NJ headquarters.

Job Requirements

- 4 to 6 years prior field team management experience
- Ability to motivate and manage others; team oriented
- Very heavy daily driving between properties throughout New Jersey using company provided car
- Sitting and standing for extended periods; lifting up to 25 lbs
- Familiarity with industry standards for repair and related property preservation services
- Strong communication and negotiation skills
- Good technology & problem solving skills
- Work within tight deadlines and under multi-tasking conditions
- Ability to interpret, explain and enforce instructions
- Ability to maintain confidentiality of information (i.e. pricing and customer contractual terms)

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- Heavy attention to detail; organized; resourceful
- Extended hours and weekend coverage required based on business demand
- Bilingual Spanish speaking a plus

#### Package Overview

- Company provided car, laptop, and phone reimbursement plan
- 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: manager, vendor management, estimator, real estate, property management, property preservation, reo, default, construction, inspector, inspection, Staten Island, Jersey City, Hudson County, 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.*