

Do you enjoy talking with new people, building relationships, and being a part of a vibrant team? If that sounds exciting, then this is the position for you!

As a New Vendor Coordinator, you will find, hire, and develop relationships with sub-contractors throughout the United States. In this position you will assign orders, review timelines, negotiate pricing, and explain work requirements to contractors. This position is office based (Bayonne, NJ) with heavy outbound calling.

Package Overview

- Total target compensation: \$36,000-\$40,000 includes \$15 hourly base, OT & monthly bonus program.
- 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
- Team building and employee appreciation events
- 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
 - Persistent follow up skills
 - Problem solving skills; attention to detail; organized
 - Team player, Customer service oriented
 - 2-3 years of outbound call center or client facing, telemarketing, sales, recruiting, or similar experience
 - Additional hours/rotating Saturday morning coverage required during peak production periods
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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