



# OPERATIONS COORDINATOR

*We are a Family Owned business in the Real Estate Services industry and have been making our mark in Southern California for over 21 years. We are growing in size and power, and are looking for motivated individuals to grow with us. Right now, we are looking for that 'special person' who will fill a need and help our Operations department fuel the entire Team by primarily scheduling home inspections.*

*Please visit us at [www.coastalinspection.us/careers](http://www.coastalinspection.us/careers) for more!*

## OPERATIONS COORDINATOR MUST:

- ✓ BE ORGANIZED
- ✓ WELL-SPOKEN ON THE PHONE
- ✓ PRODUCE GRAMMATICALLY CORRECT COMMUNICATIONS
- ✓ COMPUTER LITERATE AND ABLE TO LEARN DATABASE QUICKLY
- ✓ POSITIVE CUSTOMER SERVICE ATTITUDE – 'SMILE AND DIAL' 😊
- ✓ MOTIVATION AND CAPABILITY TO UP-SELL ON INCOMING CALLS
- ✓ ABILITY TO MUTLI-TASK AND NAVIGATE MULTIPLE PROGRAMS AT ONCE 🧑‍💻
- ✓ DETAIL ORIENTED AND EFFICIENT
- ✓ BE SELF-DISCIPLINED TO WORK AT YOUR OWN HOME OFFICE
- ✓ HAVE THEIR OWN PHONE, LAPTOP, AND QUIET DEDICATED SPACE TO WORK IN THEIR HOME

## WHAT WE CAN PROVIDE THE OPERATIONS COORDINATOR:

- FLEXIBLE SCHEDULE 📅
- HOURLY PAY WITH WEEKLY DIRECT DEPOSIT
- HEALTH BENEFITS (MEDICAL/DENTAL) IF 30+ HOURS/WEEK ARE WORKED
- PAID TIME OFF AFTER PROBATIONARY PERIOD
- DATABASE AND PHONE APP LOG-INS
- FUN TEAM-ORIENTED ENVIRONMENT

THIS IS A PART-TIME POSITION WITH THE OPPORTUNITY FOR FULL TIME. THE IDEAL CANDIDATE WILL LIVE IN **SOUTH ORANGE COUNTY** AND ALTHOUGH THE POSITION IS REMOTE, WE WILL HAVE HANDS SOME ON TRAININGS, MEETINGS AND FUNCTIONS WHERE IN-PERSON ATTENDANCE IS REQUIRED AT A SPECIFIED LOCATION. IDEALLY WE ARE LOOKING FOR SOMEONE TO WORK ALL DAY ON SATURDAY AND APPROX 5 HRS/DAY FOR AN ADDITIONAL 4 DAYS DURING THE WEEK. FLEXIBILITY IN DAYS/TIMES IS A HUGE BONUS!

PAY IS \$15/HOUR TO START WITH ABILITY TO EARN MORE AND MOVE UP AS WE GROW!

\* **LOCAL ONLY** (ORANGE COUNTY, CA) CANDIDATES PLEASE\*