

Homesight Inspections is looking for a detail-oriented self-starter to join our team as a full-time Customer Service Specialist.

You will be the first point of contact and the "face" of our company when it comes to interacting with hundreds of real estate professionals!

Homesight, Inc. is a leading name in the Home Inspection industry, having performed over 12,000 inspections in Southeastern Wisconsin since 1997. We're an ever-growing, tight-knit group focused on delivering an exceptional comprehensive customer experience.

This position is ideal for those looking to start or continue a career in administrative duties, sales, personal assisting, or reception! If interacting with people, developing relationships, and managing the logistics of planning & scheduling are intriguing, then this job is for you!

We'll provide a comprehensive, hands-on training course to ensure that you feel like a rock star when interacting with our clients!

RESPONSIBILITIES:

- (Primary Responsibility) Promptly and professionally interacting with customers over the phone, email, and in our office
- (Primary Responsibility) Booking inspections, finalizing details, and handling client questions & concerns with a smile
- (Primary Responsibility) Sending estimates, invoices, and other customer-facing correspondence
- Developing a rapport with Real Estate Professionals through social media & in-person points of contact
- Adhering to a scheduled campaign of client follow-ups, routine check-ins, and recurring contact for all of our clients
- Fluently working with multiple computer programs & softwares to perform necessary daily tasks
- General Administrative/ Clerical tasks such as copying, mail preparation, data entry, promotional material assembly, minimal cleaning, shredding, ordering of office supplies, and other similar tasks

REQUIREMENTS:

- Comfort and eagerness to engage with clients over the phone, email, and in person
- Ability to show up on time with a personable and professional appearance
- High Attention to Detail

- Fluency with technology and an ability to learn new systems/ software with ease
- Self-sufficient worker: Be comfortable taking direction and making decisions on your own!
- Ability to participate and engage in a team-oriented environment

Bonus points for:

- Customer service, retail, or sales background
- Previous reception/ office manager experience

If you are a motivated people-person who enjoys the idea of developing relationships and overseeing logistics, we want to hear from you!

Please attach a resume and an optional cover letter. Be sure to highlight your previous work experience, education, and what skills you think would make you a great fit for Homesight!

**** This position is full-time and in-person****

Click Here For Application <https://form.jotform.com/220475948344160>