

Position/title: Client Care Specialist

Company Name: Homesight Inspection Inc

Homesight Inspection Service is looking for a detail-oriented self-starter to join our team as a part-time nights & weekends Customer Service Specialist. After an initial period of in-person training, this is a remote position. 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, or client relations! 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. Book inspections, finalize details, and handle client questions & concerns with a smile. Send estimates, invoices, and other customer-facing correspondence. Developing a rapport with Real Estate Professionals through social media & in-person points of contact. Fluently work with multiple computer programs & software to perform necessary daily tasks

REQUIREMENTS:

- Comfort and eagerness to engage with clients over the phone, email, and in person
- 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
- Availability for night time & weekend work.
- 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!

Job application <https://form.jotform.com/220475948344160>