



Position: OPERATIONS ASSISTANT

Our Mission: Our desire is to educate, empower, involve and serve our clients. To instill in them the confidence they need to comfortably move forward with their dream investment.

Our Vision: To be the premier inspection company most noted for its people, knowledge and performance.

Our Values: Customer focused: We provide quality service that meet our customers' needs and beyond.

Genuine: We are sincere, trustworthy, and reliable. We are accountable for our mistakes.

High standards are our way of life. Great is not good enough.

Do good: We treat people like we want to be treated. It's as easy as that!

Our Culture: Learning is constant - There's always more information out there and something new to learn ~ Be adventurous, take time to relax, and have fun. And always remember... **We are one team!**

👉 **Where you fit in** - Support, Serve, Create, Communicate. You are the first point of contact many will have with our Company, so make us proud!

Job Summary:

- ❖ Communication via phone, email, text with Real Estate Agents, Clients, Team Members, and Vendors. Ability to successfully close the deal and schedule inspections at earliest contact. Bend over backwards to assist the client.
- ❖ Send communications to clients/Agents as marketing efforts
- ❖ Database growth and support
- ❖ Customer relations
- ❖ Collect payments and/or send invoices
- ❖ **Special projects as needed**
- ❖ Marketing projects
- ❖ Manage calendars and scheduling
- ❖ Recommend new approaches, policies, and procedures to improve efficiency
- ❖ Assist with social media marketing campaigns