



Client Coordinator

As a Client Coordinator, you will act as a liaison between our customers and our vendors. You will be resolving any emerging problems with accuracy and efficiency. You will ensure excellent service standards, respond efficiently to customer inquiries, and maintain high customer satisfaction.

Responsibilities

- Receive, triage, and dispatch maintenance work orders for a designated group of customers.
- Meet and exceed client expectations and Service Level Agreements.
- Select and assign vendors to perform repairs and coordinate all aspects of the work order through completion.
- Prepare and submit client quotes for supervisor review.
- Provide clear and accurate direction to vendors as needed and ensure vendors comply with our quality service level standards.