

Production Coordinator (PC)

C&C Complete Services prides itself on being a superior provider of Disaster Restoration Services. We specialize in revitalizing and restoring residential and commercial properties affected by water, fire, and other disasters. While many may possess the necessary sales skills, only those aligned with our core values will be considered. The following are values we are unwilling to compromise on: Honesty, Respect, Growth Mentality, and Achieving.

Overview

This position is the administrative resource for the designated production team and should enhance the quality of the project experience for our customers through exceptional communication and unmatched service. This position is essential in meeting the paperwork needs and data entry requirements to manage the team's projects effectively and efficiently.

Responsibilities

- Works with customers regarding collecting progress and final payments.
- Coordinates with other departments and office staff to complete projects, paperwork and keep the processes timely for each project.
- Completes project tracking reporting, inclusive of all paperwork trails.
- Maintains notes in PSA and job field files, as necessary.
- Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing, preparing purchase orders, daily work orders and daily communication with the Crew Chief and Project Manager about ongoing projects
- Provides quick and accurate responses to vendors, agents and clients.
- Coordinate and communicate with clients regarding the Team's work flow from beginning to end
- Answers the phones, directs calls and assists clients.
- Demonstrates a positive image of the Company to staff and clients; this shall include oral and written communication and visual presentation.
- Applies all safety rules and regulations to work efforts and prevents work hazards.
- Other duties as assigned

Requirements

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong written and verbal communication skills, with exceptional attention to detail.
- Provide exemplary customer service to clients and vendors.
- Proficient in using productivity tools such as Microsoft Office Suite
- Ability to handle sensitive and confidential information with discretion and maintain a high level of professionalism.
- Strong interpersonal skills, with the ability to anticipate needs and take initiative to address them.

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- 401(k) Matching

C&C Complete Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.