**Fi Home Services Job Posting**

Job Title – Coordinator

Location – Remote

Job Type – Full-Time

**About Us:**

Fi Home Services is a trailblazing company that is creating new ways of providing comprehensive home improvement solutions in a up and coming industry. We take away the time-consuming tasks that people don’t know how to do, don’t want to do, or don’t have time to do. By doing this, we help enhance the comfort, functionality, and value of their homes. Our team of motivated leaders are devoted to delivering the best in customer experience and quality of service.

**Job Description:**

We are seeking a Coordinator who will perform back-office functions allowing the relationship consultants and fulfillment specialists to maximize their time with clients in a swiftly growing company and industry. As a Coordinator, you will be responsible for tasks assigned like posting social media content, managing contact profiles in the CRM, creating and ordering internal and external marketing materials, scheduling tradeshows and networking events, etc. Each day or week in this role will be unique and the Coordinator is required to manage the details for success.

Fi Home Services provides many tools to support your career at Fi Home Services including training, tools and materials, and technology to document and track progress. Your passion for helping others will lead to success in this role.

**Key Responsibilities:**

* Keep your calendar up to date
* Inventory control of marketing materials
* Customer Service
* Collaborating with the internal team to ensure smooth project execution and customer satisfaction
* Gathering and maintaining up-to-date knowledge of industry trends, products, and services.
* Preparing and submitting regular documentation.

**Qualifications:**

* Proven experience in home warranty, building trades, or home improvement industries preferred
* Willingness to work indoors and outside as scheduled
* Ability to lift 50 lbs.
* Excellent communication and interpersonal skills
* Self-motivated and goal-oriented with a strong work ethic
* Ability to work independently and manage time effectively
* Proficient in using CRM software and Microsoft Office Suite
* Valid driver’s license and reliable transportation
* High school diploma or equivalent

**Benefits:**

• Competitive base salary plus bonus.
• Comprehensive benefits package, including health, dental, and vision insurance.
• Ongoing training and professional development opportunities.
• Supportive and collaborative team environment.

**How to Apply:**

You are invited to submit your resume and a cover letter detailing your relevant experience and why you are a good fit for this position. Please send your application to Business@FIHomeServices.com with the subject line “Fulfillment Specialist Application – [Your Name].”

Fi Home Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.