

Premier Home Inspection Services, LLC is an established and reputable inspection company serving southern and central NH that is in search of an operations assistant to expand our dynamic team. We offer residential inspections, thermal imaging, water testing, and radon testing services.

Our mission is to provide the most professional and comprehensive home inspection available. Honesty and integrity are first and foremost in everything we do. We aim to provide outstanding customer service and perform quality work that is second to none.

The operations assistant is responsible for ensuring and improving the performance, productivity, efficiency and profitability of the company. While many of the following responsibilities will be yours alone, some items will have joint-responsibility in conjunction with other office staff which will require ongoing clear communication. While the majority of your responsibilities will be in the office, some tasks will require work in the field, either with the inspector(s), or on your own. Company vehicles will be available for use when necessary, and vehicles must be operated and maintained within accordance of our vehicle policy.

Please note: This is a seasonal position (spring through fall) approximately 35-40 hours/week; However, the opportunity may be available for year-round employment for the right candidate.

Main Job Tasks and Responsibilities:

- Coordinate and monitor the workings of various employees in the organization.
- Facilitate coordination and communication between team members.
- Manage customer support.
- Answer phones, provide accurate estimates, and schedule inspection appointments with customers.
- Create, upload and send inspection agreements via Homegauge software.
- Schedule radon and water testing by communicating with real estate agents.
- Schedule septic system inspections as necessary.
- Set radon tests, collect water samples and deliver to lab as needed.

Education & Experience:

- College degree in business administration, management, or similar.
- Industry-relevant experience.
- Knowledge and experience in operations management.
- Knowledge of business and management principles and practices.

Key Competencies:

- Professional, reliable, presentable, and have an excellent driving record
- Excel at critical thinking and problem solving
- Personable and articulate with excellent verbal and written communication skills
- Motivated and have the ability to work independently and ethically with minimal supervision
- Strong attention to detail
- Proficient computer and technology skills
- Adaptability and stress tolerance