

Growth Coordinator Job Description

Do you know that one person you know who gets along with everyone and is the life of EVERY party?

What's their name?! Or is it YOU?

We are in need of your people skills to help us grow by using your talent of charismatic bubblyness and outgoing friendliness to talk to real estate agents about our company.

We are looking for someone who loves being around people and building relationships. You will be giving presentations to agents and getting paid to take people out to coffee.

If you're an overachiever and can prove it, you're just the type we're looking for. Come use your confidence and ambition to help create relationships and drive business to our team.

Primary Objectives

- The main goal of the Growth Coordinator is to drive business to the inspectors. You are expected to help build strong brand awareness by creating relationships with realtors and brokers as well as work with inspectors to make sure we have happy clients. Basically, you are an expert in making friends!
- Support the Director of Growth, help them become more efficient, and effective, with the intent that someday you will be replacing them.
- The Growth Admin will assist in generating sales and profitability of the company by entering new geographic markets and increasing revenues in existing markets. They will make acquisition & retention calls to real estate agents & hit daily weekly & monthly goals. They will book 1 on 1 appointments for senior growth team members & create sales scripts for the operations division. The Growth Admin should be self-motivated, have excellent communication skills & be able to make successful, uninterrupted calls daily. The Growth Admin should be eager to learn, be creative & enjoy working with a team-oriented company!

About Your Home Inspection, Inc. provides home inspections, mold testing, and radon testing. Candidate should have experience/knowledge of the real estate industry, and what part a home inspection plays in the transaction. This is a fantastic opportunity for a motivated professional with excellent work and interpersonal skills, computer skills, and a desire to deliver excellence every day.

Responsibilities include but are not limited to:

- Outbound calling
- Email Correspondence
- Ability to educate about our services

- Ability to sell services and upsell additional services
- Communication with team members, real estate agents, and supervisor

The qualified candidate for this position MUST:

- Be able to work occasional weekends
- Have great computer skills - Google (Sheets, Docs, Slides, Drive), CRM, Video, etc.
- Possess excellent people skills
- Pass a background check
- Have a clean driving record
- Have a reliable vehicle

Minimum Qualifications

- High School Graduate
- Excellent English grammar (bilingual a plus)
- Sales and/or customer service experience
- Excellent verbal and written communication skills
- Comfortable with a fast-paced environment
- Very good computer skills
- Ability to work well with others
- Quick thinker, able to research and troubleshoot
- Ability to meet required goals
- Knowledge of Google drive, sheets, and docs
- Social Media advertising experience a plus
- Cold/warm calling

Desired Traits

- Strong fit with the Company culture and mission, as well as an unwavering commitment to customer satisfaction.
- Punctual
- Conflict resolution skills
- Ability to multitask
- Socially comfortable with people from all walks of life
- Customer orientation and ability to adapt/respond to different types of characters
- Willingness to take on new tasks and responsibilities
- Methodical and detail-oriented

- Can adapt to change
- Motivation to grow with the company
- Closely related experience/education
- Understanding the home buying/selling process
- Ability to work unsupervised
- Valid Illinois DL & Good driving record
- Long periods of sitting and typing

We provide:

- Starting pay DOE
- Commission
- Hourly/salary
- All tools/equipment
- Paid vacation/holiday
- Bi-weekly pay
- On-going training
- Health insurance

This is a great opportunity that can be a career for the right person. Please include a cover letter.