

**Sposen Signature Homes  
Warranty Coordinator  
Job Description**

**Primary duties include:**

- Understanding what is warrantable and the warranty standards.
- Coordinate 30- day visits with new homeowners.
- Confirm all scheduled appointments prior to scheduled date.
- Ensure follow up procedures are followed to keep homeowners in the loop about warranty claims.
- Contact necessary subcontractors to facilitate warranty items.
- Work hand and hand with the warranty and delivery manager.
- Prepare homeowner welcome bags for closing in a timely manner.
- Ensure completion of warranty tickets in a timely manner.
- Run POM reports monthly.

**Job Qualifications:**

- Valid driver's license with safe driving record.
- Have a good understanding of Microsoft office.
- Effectively handle stressful homeowners.
- Be proactive about work tasks.
- Ability to work with little to no supervision.
- Proficient written and oral communication skills.

Job Type: Full-time

Salary: \$18.94 - \$22.81 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Day range:

- Monday to Friday

Experience level:

- 1 -2 years

Shift:

- 8 hour shift
- Day shift

Work Location: In person

Job Type: Full-time

Pay: \$18.00 - \$22.50 per hour

Benefits:

- 401(k)
- Dental insurance

- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to Relocate:

- Cape Coral, FL 33991: Relocate before starting work (Required)

Work Location: In person