



Service Coordinator

DECO Homes, the TACC Group of companies' newest Home Builder, is looking for a **Service Coordinator** to work within our low-rise homecare team. The Service Coordinator should have experience in a service role including client relations, fundamental knowledge of the Tarion Warranty Guidelines, and experience in problem solving and scheduling repairs. This is an opportunity for an experienced Service Coordinator to join the DECO team.

Responsibilities include:

- Working within our after sales service department for multiple residential construction projects within the GTA, from construction turnover to service, Pre Delivery Inspections, through to post-turnover customer care, while working closely with the construction team.
- Management of the service schedule and budget, quality control, PDI's and deficiency resolutions for any projects assigned.
- Developing and implementing best practices and procedures with respect to the scheduling and completion of service repairs with company management.
- Updating education in construction scheduling process, the Tarion Warranty Guidelines, the Ontario Building Code.
- Attend and lead service related project meetings with consultants, construction trades and site team etc, for your designated projects.
- Client relations with homeowners.

Job Requirements:

- Minimum of 3 years work experience in a service department on low rise residential construction projects.
- Capability of managing large projects at one time (requires flexibility to work weekends as required)
- Read and understand architectural, engineering, construction drawings and have a thorough understanding of the construction scheduling process.
- Excellent project administration and management skills
- Strong computer literacy including use of email software, Microsoft Office products and Newstar software system (recommended)
- Detailed knowledge of the Tarion Warranty Program Guidelines, Ontario building codes and regulations.
- Highly articulate and well-presented leader, who is comfortable dealing with homeowners, trades, suppliers, peers, senior leadership etc.
- Driver's license is a must

Compensation for this role will be competitive and commensurate with experience. If you meet the requirements, please email your resume and references to info@decohomes.ca.