

STREETCAR™

RETHINK URBAN LIVING

Streetcar Developments enjoys a hard-earned reputation as a Toronto developer who invests in exciting neighbourhoods, improving the quality of entire communities. Every one of our celebrated residential projects integrates seamlessly into its surroundings, respecting the historic look and feel of the area while providing a glimpse into what could be.

Our unwavering commitment to build a more livable and culturally rich Toronto has allowed us to attract the absolute best and most passionate talent.

Streetcar is currently seeking qualified, ambitious and driven individuals to join our team in the following role:

Customer Service - Warranty Co-ordinator

PRIMARY RESPONSIBILITIES:

- Liaising with purchasers of Streetcar condominiums
- Scheduling and managing trades people against deadlines
- Executing a wide variety of maintenance and repair work
- Balancing a demanding work schedule among multiple structures
- Proactively assessing issues, problem solving and communicating solutions
- Managing tasks through to completion, and documenting and reporting on progress
- Managing company database related to warranty matters
- Thriving in occasionally challenging conditions
- Work in consultation with Construction on issues as appropriate and required
- Deficiency remediation and suite finishing coordination/inspection
- Performance Audit completion while working with trades/suppliers to facilitate repairs

QUALIFICATIONS:

- A minimum of 1-2 years customer service experience in the condominium, home construction or related industry
- Completion of grade 12 and a post-secondary degree in a related field of study
- Experience in and strong knowledge of the new build condominium industry in a Customer Service role
- A thorough understanding of the Tarion warranty guidelines
- Understanding building codes, safety guidelines and regulations
- Comprehension of architectural plans and specifications
- Experience coordinating and managing trades
- Past experience in a trades role would be considered an asset
- An excellent customer service profile
- Demonstrated ability to communicate effectively in conflict and other situations that may require tact, diplomacy and discretion
- Strong communication skills in English, both written and oral, is required
- Demonstrated proficiency with computer systems, (i.e., Word, Excel)
- The desire to provide industry leading Customer Experience and consistently exceed customer expectations;
- Highly self-motivated, with an entrepreneurial spirit and strong ability to prioritize;
- Ability to work independently and under pressure
- Team oriented and effective working in a collaborative team environment and acting as a positive relationship conduit;

To express interest in this exciting opportunity, please apply in writing by electronic mail, with a copy of your resume to:

Streetcar Developments
e-mail: careers@streetcar.ca Attn: HR / Wendy Stewart

No agencies please.