



Customer Care Concierge

We are seeking an experienced Customer Care Advisor to attend to our customers' needs by providing professional, helpful, high quality service before, during, and after their requirements are met. This position will be located at our Pathways Community (Findlay Creek).

The role and attributes:

- Inspections for warrantable deficiencies and service inquiries
- Key touchpoint meetings with homeowners
- Knowledge of new home construction; Tarion experience mandatory; minimum 3 years of experience
- Great attitude: Positive, self-motivated, goal driven and tenacious
- Customer satisfaction driven
- Strong written and verbal communication skills
- Strong time management and the ability to prioritize
- Highly organized and ability to multi-task and process large volumes of information

About eQ Homes:

- Builder of Choice in the National Capital Region.
- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Please email your cover letter and resume to
jointheteam@eqhomes.ca