

Claremont Property Company
Position: Warranty Coordinator
Location: Houston, Texas

Claremont is looking to add an experienced full-time **Warranty Coordinator** to our growing construction company.

The person we are looking for will need to meet or exceed all on the following list of requirements to be considered for this position.

Job Overview:

As a Construction Warranty Coordinator, you will play a crucial role in ensuring that construction projects meet quality standards and adhere to contractual obligations post-completion. You will be responsible for managing warranty claims and coordinating repairs and replacements as necessary. Your primary objective will be to maintain positive relationships with clients, contractors, and suppliers while efficiently resolving warranty issues to uphold the reputation and integrity of the construction company.

- **Warranty Claims Management:**
 - Receive and review warranty claims from clients regarding construction projects.
 - Evaluate claims to determine validity and coverage under warranty agreements.
 - Coordinate inspections, if necessary, to assess the nature and extent of issues.
- **Communication and Coordination:**
 - Serve as the primary point of contact for clients regarding warranty-related matters.
 - Liaise between clients, contractors, and suppliers to expedite the resolution process.
 - Maintain clear and timely communication with all stakeholders throughout the warranty claim process.
- **Documentation and Reporting:**
 - Maintain detailed records of warranty claims, including documentation of issues, resolutions, and associated costs.
 - Prepare reports on warranty claim trends, turnaround times, and outcomes for management review.
 - Ensure all warranty-related documentation is accurate, complete, and compliant with company standards.
- **Repair and Replacement Coordination:**
 - Coordinate repair and replacement activities in collaboration with contractors and suppliers.
 - Schedule repair visits, inspections, and other necessary appointments with clients.
 - Monitor progress to ensure timely completion of warranty-related work.

Compensation and Benefits:

Compensation - Competitive salary depending on experience. Salary range \$65,000.00 - \$75,000.00 per year

Job Type: Full-time

Work Setting: In Office.

Experience level: 1-3years.

Benefits:

- Generous vacation plan
- Paid holidays
- Paid sick time off
- Medical, dental and vision coverage for 100% of employee
- 25,000 in term life insurance coverage for employee
- 401(k) plan eligibility after 3 months of employment.

We are always looking for individuals with the talent and skills required to contribute to our continued growth, success, and culture of safety.

Mission Statement – Delivering the best quality work, SAFELY.