

Pardee Homes - Las Vegas - Regional Service Manager

Are you an enthusiastic individual that thrives in a high volume, fast pace, team environment? If so, we are absolutely looking for you to join our exclusive team. Pardee Homes is looking for another superstar performer to join our talented group of individuals. We have an infectious company culture where accountability, top performance and teamwork are valued and recognized. If you have a proven record of work excellence, superior customer service and teamwork skills with a great attitude, you are encouraged to apply!

Pardee Homes is Las Vegas' longest continuously-building homebuilder with over 64 years in this market. We are a high-performing, highly collaborative team and we are redefining our business in innovative and unexpected ways. And that takes all of us. Every day.

Our employee satisfaction has been built on a foundation of strong ethics and integrity, supported by our commitment to a great work/life balance. If you're looking to learn from a successful, progressive company, consider Pardee Homes.

As a member of the TRI Pointe Group, a family of premium regional homebuilders, we combine thought leadership, agility and local insight as a unique innovator in the marketplace. We craft neighborhoods, elevate experiences and create homes that are designed for life.

The successful candidate will provide overall leadership, administrative and technical direction for all customer service operations in the construction area as well as manage the Customer Care Team. They will direct all customer service operations through subordinates and office personnel, and ensure timely, quality customer service to homeowners.

Responsibilities:

- Management of Customer Care Team
- Management of Safety Program
- Provide Leadership and direction for the organization
- Management of all training activity
- Maintain compliance in Record Keeping
- Homeowner Satisfaction
- Budget and Cost Control
- Supervise use, maintenance and care of company vehicles
- Participate in HOA boards as directed
- Develop and implement solutions to improve speed, efficiency, accuracy and cost effectiveness of work processes

Requirements

- 3-5 Years of experience within the new home construction field – specifically customer service
- Must possess the temperament and personality to work with customers and team members alike
- High School Diploma or equivalent – College graduate preferred
- Excellent written and verbal communication, organization and planning skills
- Exceptional Time management skills
- Must demonstrate superior communication, interpersonal and problem-solving skills.
- Thorough knowledge and hands on experience in all aspects of construction trades.
- Proficient in computer use and ability to use Windows, Excel, Word and Outlook
- Must possess a valid driver's license
- Bilingual a plus

Pardee Homes offers a comprehensive, competitive salary & benefits package to help our employees and their families build a secure financial future, protect against financial loss and stay healthy & happy too.

This position is located in Las Vegas Pardee Homes is an equal opportunity employer.

We are committed to taking affirmative action to employ and advance in employment women, minorities, qualified individuals with disabilities and protected veterans.

Job Location
Las Vegas, Nevada, United States