

**Title:**

Production Coordinator

**Company Introduction:**

Kelmann Restoration is an award-winning full-service disaster cleanup and property damage restoration company. We provide fire, water, wind, and other disaster property recovery services in Southeastern Wisconsin. Kelmann is family owned and locally operated, and our mission emphasizes community service and employee education. We provide new employees with a paid training program to ensure the ability to gain skills you will need to succeed.

**Job Description:**

We are looking for a full-time Production Coordinator who will be responsible for select administrative functions of the company, including but not limited to job file creation & maintenance, customer communication, and administrative & accounting support of Project Managers & Estimators. A person in this role will update and maintain relationships with customers and provide documentation for third party administrator programs. An ideal candidate can provide exemplary customer service, navigate multiple different computer-based programs, and can work effectively through numerous different projects. This role is meant for someone who can learn quickly, has a high attention to detail, and can communicate clearly and concisely.

**Top Benefits and Perks:**

As a team member at Kelmann Restoration, you will enjoy:

- Health, Vision, Dental, Life, and Disability insurance
- PTO & paid holidays
- 401K with company match
- 24/7 access to on-site fitness center with personal trainer
- Cell phone
- Mentorship program to grow within the company

**Location:**

Kelmann Restoration is located in Wauwatosa, WI. This position requires the candidate to report in-person.

**Requirements:**

- High School diploma or equivalent.
- 2 years of related industry/business experience preferred.
- Proficient in technology usage such as cell phone and computer.
- Commitment to Customer Service.
- Display strong collaborative ability with peers, subordinates, and managers.
- Ability to stand on feet for long periods of time and lift 10lbs occasionally.
- Must be able to pass a background check and have a valid driver's license with a clean driving record.
- Fluent in English (required). Bilingual in English and Spanish is a plus, but not required.