



NOVA
HEAT PUMPS, PLUMBING & ELECTRICAL

WE'RE

HIRING

CLIENT EXPERIENCE COORDINATOR



We're Hiring: Client Experience Coordinator

3 - 5 Days a Week, Annapolis Valley, NS

Do you love staying organized and talking to people?

We're looking for a Client Experience Coordinator to join our growing team at Nova Heat Pumps, Plumbing & Electrical!

We're a local, family-run company with a great team, a busy office, and plenty of laughs along the way. We're looking for someone who can keep things moving, enjoys working with people, and isn't afraid to jump in and help wherever needed.

Why Join Nova?

Because work doesn't have to feel like... well... work all the time.

We have a great team, atmosphere, and a busy office where everyone pitches in and supports each other. We're growing, we're always doing something new, and we're looking for someone who wants to be part of it.

If you're organized, friendly, dependable, and think you'd fit in with our crew, we'd love to hear from you!

WHAT YOU'LL DO

-  Answering phones and helping customers with general inquiries
-  Booking and scheduling service calls and appointments
-  Communicating with customers and helping keep them informed
-  General office administration and data entry
Assisting with paperwork, invoices, and other office tasks
-  Following up with customers when needed
Keeping things organized and helping the office run smoothly
-  Supporting the rest of the team with day-to-day tasks

WE'RE LOOKING FOR SOMEONE WHO IS

- 🔥 Friendly, approachable, and comfortable talking with customers
- 🔥 Organized and able to keep track of multiple things at once
- 🔥 Reliable and takes pride in their work
- 🔥 Comfortable using computers and learning new software
- A good communicator and team player
- 🔥 Able to work independently but also enjoys being part of a team
- 🔥 Someone who can have a laugh, enjoy the day, and still get the job done!

ADDED BONUS:

- 🔥 Fun, laid-back work environment
- 🔥 Team-building events like golf days and social outings
- 🔥 Supportive leadership that has your back
- 🔥 Opportunities to grow with the business
- 🔥 Employee benefits & RRSP savings

APPLY

- 🔥 If you think this could be the opportunity for you, contact sales@novaheatpumps.ca, we can arrange a time grab a coffee and chat.

Valid driver's license and criminal record check is required.