



Job Title: The Grove Repair Solution Coordinator

Location: Remote/ Hybrid

Department: Claims

Position Summary:

We're looking for an experienced coordinator to partner with the leader of Mangrove's option to repair program, The Grove Repair Solution. You will be involved in the oversight of our contractor network and drive operational excellence. In this role, you'll manage relationships with general contractors, roofing partners, and water mitigation vendors while ensuring homeowners receive high-quality, timely repairs. We offer a competitive benefits package for our distributed workforce; individuals joining the team will be expected to live in Florida and work from home.

What You'll Do

- Work with the approved general contractors, roofers, and mitigation vendors
- Ensure compliance, quality, and performance for the network
- Monitor contractor credentialing and documentation
- Provide direction to the claims staff for utilizing the program
- Escalate issues to the Grove Repair Solution Leader when needed

What We're Looking For

- 2–4 years of experience in property insurance, construction/construction management, or vendor management
- Strong understanding of Florida property insurance, specifically the Option to Repair, and residential construction
- Strong communication and follow-up skills
- Ability to work in a fast-paced, detail-oriented environment
- Familiarity with residential construction or mitigation
- Experience with claims and workflow management systems

Preferred:

- Degree in Construction Management, Business, Risk Management, or similar
- Florida adjuster's license (required)
- Leadership experience within claims or construction programs