Property Manager/Maintenance Coordinator

Responsibilities: Property Manager/Maintenance Coordinator wanted for well established and rapidly growing Property Management firm. Responsibilities include: - Manage all maintenance requests - Coordinate repairs and schedule appointments - Communicate and follow up with owners - Coordinate with tenants for regular inspections - Maintain detailed notes to record activities, repairs, schedules, and communications - Follow office procedures - Work well in a fast paced, team environment

Qualifications: Ideal candidate will have good computer skills, excellent phone skills, and some experience with on-site maintenance of residential and commercial properties. This position requires attention to detail and follow-up. Working knowledge of basic home maintenance and construction is preferred. MUST work well under pressure in a fast-paced, dynamic work environment and must have good communication and project management skills. MUST be well organized and able to multi-task. MUST have own car and cell phone. Salaried position.

Hours: M-F 9-5 Some after hours on-call work required.
Apply by 04/06/2015
Please email resume to realestate@danielravenelsir.com