

## Market Edge Realty LLC

### Field Service Representative

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of an expanding team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!



A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for Real Estate Field Service Representatives who can effectively communicate with tenants, landlords, and the office Team. We monitor the condition of homes during vacancy and after occupancy. The right person for the opportunity will be great at talking to people and knows how basic home maintenance is done, damages to look for, and a hard-working attitude. Hard work is rewarded financially and in other ways. Experience is important, but most importantly, you will need to exhibit passion, pride, and ownership in what you do!

#### **Job Description:**

- Complete weekly inspections of multi-family properties.
- Complete walkthroughs of interior and exterior of properties and have it documented on video and photo.
- Analyze properties to determine breaches and place violations on the doors of properties.
- Drop off/pick up documents as requested.
- Install multiple types of lockboxes--Contractor, Rently, and MLS.
- Ability to lift/move up to 40 pounds.
- Able to be outside in hot weather/house for 30 minutes at a time.
- Turn on and off water mains and electrical breakers.
- Take photos of houses for use in marketing.
- Manage and build strong processes and systems.
- Drive by properties monthly.
- Other duties to be assigned.

#### **Job Requirements:**

- Valid driver's license.
- Arizona real estate agent or broker's license

- Keep the car clean inside and out.
- Have an open mind to learning new processes and procedures.
- Ambition and drive.
- Have a smartphone and know how to use it.
- Basic understanding of leasing and home buying process.
- Amazing attitude – cheerful and confident.
- Ability to work in a busy office on occasions and maintain a professional atmosphere.
- Confident using multiple platforms of technology.
- Become Certified in any software the company utilizes to service clients.
- Have a STRONG basis in working with Propertyware, Z-Inspector, and Rently. Salesforce experience is a plus.
- Pass a Background and Credit Check.
- Pass a Drug Test.

**Compensation:**

- Hourly Rate is \$18 DOE
- Position is W2
- Full-Time
- Shift TBT



**Extras:**

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!
- Opportunities available to obtain other certifications and education through our company... we want to INVEST in YOU!

Apply to join our fast-growing company in a fun and upbeat Team environment!

**\*\*\* Call (480) 561-0069 and follow the instructions on the recording. \*\*\***