

Market Edge Realty LLC

Maintenance Coordinator

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 a Real Estate Maintenance Coordinator to be the behind-the-scenes maintenance for the homes we manage all around the valley. The right person for this opportunity will be great at organizing lists and prioritizing tasks in a quick and efficient manner. 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 Responsibilities:

- High volume phone calls.
- High volume emails.
- Assign work orders to vendors.
- Communicate with vendors, tenants, and landlords daily.
- Communicate with team for various work.
- Submit completed invoices to accounting.
- Turn utilities on and off.
- Work with Field Services team to check on properties.
- Issue Non-compliance notices to tenants.
- Other duties to be assigned.

Job Requirements

- Amazing attitude – cheerful and confident.
- Ability to work in a busy office 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 Excel, Property Meld, Rently, and Propertyware. Salesforce experience is a plus.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$15 - \$25, DOE.
- Position is W2.
- Position is Full Time.

Shift TBD.

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 your Real Estate License and other certifications and education through our company... we want to INVEST in you!

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

*****Please call (480) 561-0069 and follow the instructions on the recording.**