

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:

- Assign work orders to vendors.
- Communicate with vendors, tenants, and landlords daily.
- 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.

Job Requirements

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- 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 strongly preferred.
- Pass a Background and Credit Check.

- Pass a Drug Test.

Compensation:

- \$15 per hour.
- Position is W2.
- Position is Full Time.

Shift time TBD.

*****Please respond to this post by sending your resume via your regular email to HR@MarketEdgeAZ.com.**