

Leasing Specialist

Reve Boulder Apartments | Boulder, CO

reveboulder.com   

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Compensation: 25/hr

Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount

Qualifications

- Property maintenance/handyman experience preferred.
- High school diploma or equivalent is required.
- Ability to operate various hand tools including power tools and paint sprayer
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Strong attention to detail.
- Ability to multitask, stay organized and meet deadlines.
- Can work in a fast-paced environment.
- Excellent customer service & communication skills.
- Knowledge in HVAC, plumbing, electrical
- Must be willing to work flexible hours/days/weekends.
- On call for maintenance emergencies
- Must be able to lift 50+ lbs., climb stairs/ladders on a regular basis, and walk/stand for long periods of time.

Job Description

- Assist in responsibility for the daily repair and upkeep of the property.
- Preparation of vacant units for occupancy- including painting & sheetrock repairs.
- Respond and complete work order repairs within timely manner.
- Maintain and keep an inventory of all supplies and equipment.
- Ensure necessary tools are on hand.
- Report unusual or extraordinary circumstances regarding the property or residents.
- Maintain the required property uniform ensuring a professional appearance.
- Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times.
- Be available to work on an on-call basis.
- Secure the maintenance shop(s) at the close of every workday.
- Remove snow and ice as necessary o Handle all lock-outs as a result of evictions and take responsibility for 24-hour response to service requests.

[Apply Now](#)