

We are searching for a strong Resident Services Coordinator to join a top-notch apartment community. The top candidate must be a self-starter, a good communicator and listener and have a strong commitment to customer service.

*Responsibilities include:*

- All aspects of customer service
- Affective communication with residents, prospects, co-workers
- Receive and coordinate work orders
- Manage packages received on behalf of residents
- All other duties as assigned

*Qualifications needed:*

- Pleasant attitude to all prospects, residents and associates
- Excellent communication and listening skills
- Strong customer service skills
- Detail Oriented/Multi-Tasker
- Prior property management experience preferred
- Yardi experience preferred
- High School degree

This is a full-time position offering base pay plus commissions. Benefits include paid time off, medical, dental, vision insurance and 401k.

Regularly scheduled hours may include weekends.

If you are interested in joining a great team - APPLY NOW!

We are an Equal Opportunity Employer and we participate in E-Verify!