**Part Time Building / Maintenance Associate**

York Creekside Apartments is seeking an ambitious person to provide part time light repairs and routine maintenance for our 48-unit apartment complex. You will be part of a team working to maintain the property and act as the local contact for the Property Manager and Management office.

**Successful Candidate will:**

Help process maintenance Work Orders for each Tenant maintenance request according to Management Company’s standard operating procedure.

Help maintain building systems and grounds by communicating with maintenance personnel, while supervising repairs. Ensure properties are secure and safe.

Report Tenant issues to property Manager / Management Company

Serve notices on Tenants.

Help maintain properties and enforce rules of occupancy.

Need to be available for after hour emergencies.

Assist Property Manager as needed

This position requires 10-15 hours per week and may include staffing the rental office to handle communications with tenants.

**Requirements:**

* Professionalism, Organization and Management Skills, Communication skills, Computer skills.
* Bi-lingual candidates please apply.
* Previous experience handling maintenance is a bonus.
* Work comfortably with people of all ages and have attention to detail.
* Compensation for this position Is based on experience and may include housing as part of the compensation.