

WE'RE HIRING!



**GET TO WORK
NOW!**

JOB FAIR IN GARDEN GROVE!

Thursday, January 31st, 2019

10:00am-12:00pm

7077 Oranewood Avenue

Suite 200

Garden Grove, CA 92841

BRING:

Resume with two industry references and two forms of government-issued ID.

Dress professionally.

HIRING:

PROPERTY MANAGERS
LEASING AGENTS
MAINTENANCE TECHNICIANS
JANITORS
GROUNDSKEEPERS
...and more!



Questions? Send inquiries to Lupita Kuroiwa at gkuroiwa@renoi staffing.com!

PLEASE NOTE: Must be able to pass a 7 year background check & be willing to consent to drug testing.



Property Management positions available throughout Southern California !

Job Descriptions

Porter/ Groundskeeper:

Description: The Porter/ Groundskeeper contributes to the achievement of occupancy goals by providing daily attention to the appearance of vacant apartments and common areas. Participates in the up-keep of various facilities (pools, laundry rooms, barbecues, fixtures, drains, etc.) assigned by the Community Manager. Provides assistance to the maintenance and landscape staff when requested. Works to make the living experience, particularly the first and last impressions, of the highest quality. Remains informed and aware of conditions that could have an impact on our ability to maintain a quality living environment for our residents. Performs additional duties as assigned.

Responsibilities and Qualifications:

At least six months to one year experience working in Residential Property Management. The following skills are preferred:

- Excellent customer service
- Criminal background check required

Maintenance Tech:

Description: Under the direction of the Maintenance Supervisor, the Maintenance Technician is responsible for safely maintaining the physical condition and daily appearance of the community. Main duties include preparing vacant apartments for occupancy, complete service repairs requested by residents, maintaining community grounds, common areas and parking lots.

The technician will diagnose problems and make repairs in the following areas:

- Electrical systems (Minor)
- Plumbing
- Drywall
- Painting

Leasing Agent:

Description: The Leasing Agent provides support to the Community Manager as it relates to initial resident contact and processing assigned paperwork. The agent will also prepare lease paperwork, review the lease of existing residents and assist in coordinating resident activities.

A strong background in customer service is extremely helpful, but individuals with an excellent attitude and a willingness to learn will be given consideration

Some weekend shifts may be required.