



Property Maintenance Account Manager

Property maintenance account manager with strong communication & organization skills. Candidate will be solely responsible for planning, directing, coordinating, communicating & facilitating the completion of property maintenance services. Must possess the ability to communicate well with clients and staff and get the job done. It is a very fast paced environment. We have fun, but we work hard.

Traits of the successful candidate:

- Organized, neat person, able to complete accurate paperwork daily
- Fluent in Microsoft Office and the ability to learn industry based programs quickly
- Highly responsible & committed to the highest industry standard for safety, workmanship & customer service
- Ability to constantly coordinate & communicate with clients in regards to contracted services
- Accountability for the timely completion of all services contracted by the client

Minimum requirements to meet job eligibility:

1. College degree or equivalent or a minimum of two (2) years property maintenance experience
2. Preferred but not necessary - Various certifications in landscape, pesticide applicator licence (CLT, or CLP, etc.)
3. Through knowledge of property maintenance practices & procedures
4. Valid NYS drivers license or equivalent
5. Valid working documentation

Job Duties May include:

1. Continued training to further develop his/her own development
2. Training & time management of assigned crews
3. Random on site property reviews with crews & clients
4. Ensuring all company policies implemented, including safety, are enforced at all times
5. Communicating & coordinating daily with project managers, department supervisors & clients

6. Quality control & daily job hour tracking on all contracted maintenance services assigned
7. Complete all assigned services within the budgeted guidelines
8. Must be availability to work overnight, holidays & weekends during snow season. Available 24/7 during winter storm events. No snow days here.

Looking for someone who can start immediately and jump into this fast paced and challenging position. Highly responsible and qualified resumes only please via email.

Competitive pay, Medical/dental, Retirement, Paid vacation