

Professional Community Management of CA, Inc. (PCM) is seeking a highly qualified and experienced Full-time Maintenance Clerk, Scheduler/Expediter for our Sun Lakes Community. Compiles, organizes and maintains maintenance records and related documents for the Maintenance Department. Assists the Maintenance Manager in processing paperwork and correspondence and other administrative duties. Responds to homeowner inquiries regarding various administrative related issues. In the Maintenance Department, the Maintenance Manager provides direct supervision. Positions in this class may be part or full time and may require holiday and/or weekend work schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares, organizes and files copies and reports.
- Responds to homeowner inquiries regarding various administrative related issues.
- Reviews Residents Request Forms and assigns priorities.
- Generates and schedules work orders resulting from residents or management requests.
- Creates forms, sends, receives and distribute mail, faxes and other correspondence.
- Maintains record keeping and writes letters as assigned.
- Stocks and tracks supplies as needed, makes phone calls as directed by the Maintenance Manager.
- Maintains work order system with focus on Preventative Maintenance.
- Assigns and schedules work when needed.
- Performs other clerical duties as assigned by the Maintenance Manager.
- Must have an understanding of Safety and Quality control with the ability to maintain it in the work place.

NON-ESSENTIAL RESPONSIBILITIES:

- Assist with maintenance related jobs and other duties as necessary.
- Experience and knowledge of common building trades (Paint, Carpentry, Plumbing, Lighting and Electrical, Appliances) and Preventative Maintenance Concepts.
- Assist with other jobs and other duties as necessary.

QUALIFICATIONS:

- Twelfth grade level skills in reading, writing, math, communications and comprehension.
- Moderate skills in reading, writing, math, comprehension, business and communications
- Establish and maintain effective working relationship with all age groups
- Perform all functions listed above to an acceptable level without constant direct supervision and self-motivated to seek additional work
- Must possess knowledge and proficiency in Microsoft Office such as Word, Excel and Outlook
- Ability to use modern office equipment
- Establish and maintain effective working relationships with others.
- Ability to compose and present both verbal and written information to various individuals.
- Ability to work a flexible schedule including evenings, weekends and holidays

We offer an excellent working environment, competitive compensation, and great benefits.

For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holiday, vacation and sick leave.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer

