

Apartment Facilities Manager

Job Description

We are seeking a dedicated and detail-oriented individual to join our team in maintaining the quality and safety of The Rose Apartment complex in Alfred, NY. The ideal candidate will be responsible for various tasks including cleaning, tenant relations, and administrative duties.

Key Responsibilities:

Tenant Relations:

- Show available apartments to prospective tenants.
- Regularly communicate with Property Manager.
- Respond promptly to tenant lockouts and alarms, providing assistance as needed.
- Serve as the primary on-call contact for tenants and office-related emergencies.

Cleanliness

- Clean and maintain common areas, ensuring they are presentable and sanitary.
- Regularly clean and sanitize the gym area and equipment.
- Maintain the laundry area, ensuring it is clean and functional.
- Prepare and clean apartments between tenants to ensure a welcoming environment for new residents.

Maintenance and Repairs:

- Oversee and perform minor maintenance tasks such as changing light bulbs, fixing leaky faucets, and minor touch-ups.
- Coordinate with external contractors for major repairs and periodic maintenance work.
- Regularly inspect the property to identify areas in need of repair or maintenance.

Safety and Security:

- Escort inspectors during property inspections, ensuring all areas are accessible and compliant.
- Monitor property for any unusual activities or maintenance needs.
- Respond promptly to any property alarms, ensuring safety and security.

Qualifications:

- Live in Alfred, NY or close by
- Valid driver's license
- Strong communication skills, both verbal and written.
- Ability to handle multiple tasks and prioritize effectively.
- Availability to be on-call for emergencies outside of regular business hours.

If you are a self-starter who has a strong attention to detail, we encourage you to apply. We offer competitive compensation and benefits packages, and the opportunity to work in a friendly and supportive environment.