

3170 HIGH ST. ON-SITE MANAGER
JOB DESCRIPTION

- 1) Be aware of what's going on and report any problems or tenant issues to Shaw Properties.
- 2) Show vacancies at agreed upon times. Provide Fact Sheets and applications to prospects. Return completed applications to SP.
- 3) Enforce parking policy including Towing as needed.
- 4) Meet & accompany vendors as needed.
- 5) Replace burnt out light bulbs in the common areas, as needed.
- 6) Pick up trash & debris from the grounds as needed.
- 7) Ensure security gates are functioning and report to Shaw Properties if not.
- 8) Distribute notices & return to Shaw Properties, as requested.
- 9) Pack down & take out garbage bins for weekly pick up. Return bins after Waste Management pick up.

*** Candidate should have basic computer proficiency, excellent customer service skills, awareness of Fair Housing Law & ability to solve problems. Payment is \$15 hour, 5 – 10 hours a month. Time card needed monthly.