



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Chestnut Hill Realty has an exciting opportunity for an **Assistant Service Manager** to join the team at our Hancock Village Community. The successful candidate will bring outstanding maintenance and customer service skills, as well as an enthusiastic spirit to ensure a first class resident experience. This position requires significant interaction with residents and prospective tenants on a regular basis.

As an Assistant Service Manager, you will:

- Perform maintenance in units and participate in on-call schedule.
- Assist in coordination of service staff and contractors to complete work orders to company guidelines
- Maintain a working knowledge of all maintenance programs and capital improvement projects to ensure the proper and efficient operation of systems, preventive maintenance programs, and responses to resident service requests.
- Replace and maintain a current inventory of supplies and parts.
- Regularly communicate with other staff, including Service Manager and Property Manager, to update status of tenant and/or property issues, capital improvements, or other tasks as necessary etc.
- May train new staff members on job responsibilities and safety procedures
- May code and approve invoices related to maintenance expenses
- May provide administrative support for the service department

Are you the right person for the job?

- Minimum three years maintenance technician experience preferred.
- Professional appearance and demeanor.
- Knowledge of carpentry, electrical, plumbing
- Outstanding customer service orientation and superb communication and interpersonal skills.
- Candidate must be computer literate with attention to detail and excellent organizational skills.
- Will be required to be on call and must be available for emergency situations including evenings, weekends and holidays.
- A valid driver's license and a satisfactory driving record.

Some of the benefits to you:

- Competitive compensation PLUS opportunities to earn incentives
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Positive work environment
- Annual Maintenance Appreciation Day

Work for an award winning company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day. If you have experience as Maintenance Technician or Supervisor and great customer service skills, we want to hear from you!

All job offers contingent upon satisfactory background check.





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