

The House Manager

Started 2017

Who We Are

We are a growing full-service home services company that serve customers that have more demands on their time than hours in their days.

We provide the following Home Services to our very busy clients:

- Home Improvements
- Home Maintenance
- Home Remodels
- Home Repairs

How Can You Grow

We have been in business for over 4 years and are continuing to grow every day. Our culture is that of innovation, having a growth mindset and team inclusion. As a part of our team, we want to hear your ideas on how we can continue to improve, create a growth plan so that you can advance in the company.

Project Manager

Handyman

Type

Contractor

Reports To

The handyman will report to General Manager.

Job Overview

The handyman conducts basic maintenance and improvements on various homes.

Responsibilities and Duties

- Be able to recognize when a repair is outside of their skill set and make a recommendation to the general manager
- Arrive on-site to assess the situation prior to beginning task. If task is not what it seemed from description, reporting it to back office so they can discuss with the client prior to proceeding
- Making sure projects are completed in a timely manner
- Ensuring projects are completed within budget

- Concerned with all issues related by project
- Controls quality of projects
- Keep all stakeholders aware of the progress on projects regularly
- Perform general honey-do lists, such as
 - Replace light bulbs
 - Replace air filters
 - Replace simple lighting fixtures, ceiling fans, etc.
 - Hang items such as pictures, shelving, etc
 - Pressure wash hardscapes such as driveways & sidewalks
- Determine the necessary equipment, materials, and manpower needed
- On-Time to appointments
- Responsive to back office for estimates and scheduling
- Clean work area prior to departure
- Skilled in a wide range of areas

Qualifications

- Ability to safely use common power and hand tools
- Must be very personable and client oriented
- Must be customer service knowledge
- Must be able to listen to our client's needs & relay them to management when needed
- Must have strong communication skills
- Must have good time management skills
- Must keep a tidy work area
- Must have great quality in their work
- Must have great respect for client's properties
- Must have all necessary tools and ladders

- Hard worker and dedicated to correctly fixing items

Experience

Minimum of 2 years' experience needed