

## **On-Site Coordinator**

Warrior Run Development Corporation, a third-generation, family-owned and operated property management company, is seeking a reliable, career-minded, independent worker to join our team as an On-Site Coordinator. This full-time and/or part-time position is responsible for overseeing the day-to-day operations of our apartment complexes.

We are seeking full-time On-Site Coordinators in the following locations:

- Two positions for the Halifax, Elizabethville, Millersburg, and Liverpool areas
- One position for the Towanda, Dushore, and Sayre areas
- One position for the Stroudsburg area

All positions are full-time positions.

We are seeking part-time On-Site Coordinators in the following locations:

- One or two positions for the Clarion and Oil City areas
- One position for the Fredonia area

All positions are part-time positions.

## **COMPANY OVERVIEW**

Warrior Run Development Corporation is the property management division of The Yoder Group with properties located throughout the state of Pennsylvania. We are a third generation, family-owned and family-operated business headquartered in Turbotville, Pennsylvania.

Since our founding in 1957, our business has built upon the values of innovation, quality and excellent customer service. We created Warrior Run Development Corporation to provide residential property management and affordable and luxury housing for all members of our community.

The Yoder Group's commitment to our community runs deep. From volunteering for affordable housing committees, borough councils and chambers of commerce, to taking care of the environment through using alternate energy sources and energy-efficiency in our properties – The Yoder Group cares.

The Yoder Group's Warrior Run Development Corporation serves more than 86 housing complexes, with more than 2,400 affordable housing units.

Warrior Run Development Corporation provides thorough training and support for our employees. We have an excellent employee retention rate and seek committed employees. Join our family-owned and operated business for a great working environment, competitive pay, and a fulfilling career.

## **POSITION OVERVIEW**

The responsibilities of an On-Site Coordinator with Warrior Run Development Corporation include, but are not limited to:

### Oversee Day-to-Day Operations of Apartment Complexes

- Participates in property inspections
- Processes service requests from residents
- Addresses complaints and resolves them in timely, professional manner
- Maintain accurate records
- Maintains confidentiality

### Show Available Apartments

- Schedules appointments with applicants
- Conducts initial and follow up applicant interviews

### Process Applicants

- Processes applications – prepare lease forms and reports according to guidelines, verify income and other regulations
- Perform administrative and office support
- Maintain data and support information

### Market Apartments

- Advertise using required methods
- Effectively communicate with residents
- Logs rental traffic and completes follow up on rental inquiries
- Walks property to inspect
- Welcomes and assists prospective residents with application assistance

## **QUALIFICATIONS**

High school diploma or equivalent required. Apartment rental experience (federally-funded apartments) preferred, but not required. Good people & communication skills required. Basic computer proficiency with a working knowledge of Microsoft Word. Seeking a highly motivated, reliable individual with a strong attention to detail and the ability to work independently. Business cell phone provided for business use only. Must have own transportation and possess valid PA driver's license. Criminal background check and pre-employment drug screen required.

The position offered is a full-time and/or part-time position located in various locations in Pennsylvania. Warrior Run Development Corporation offers great benefits for full-time employees including medical, dental, a 401(k) program, holiday, vacation and paid sick time off, life insurance, and more. Opportunity to obtain further certifications once hired.

Competitive hourly wages and benefits based on position and experience. Schedule varies based on position.

Equal Opportunity Employer

If you possess these skills and the ability, please send resume to: 5960 Susquehanna Trail, Turbotville, PA 17772, Attention: Rental Coordinator. Equal Opportunity Employer.