

Available jobs in the Austin area

On-Site Supervisor

Branch: Austin Branch

Location within City: Southeast Texas – Houston, Beaumont, Victoria, Austin, San Antonio and surrounding areas.

Base Pay: 12/hr

Work Schedule: 4pm to 1am or 10pm to 7am – Overtime Required

Length of Assignment: Holiday Season – Extra cash

Type of Company: Retail

Education: HS Diploma/GED – computer skills

Experience: managing or supervising others


Contact Information: 512-454-8766

Job Description:

- Southeast Texas retailer is looking for additional holiday help to manage influx of store activity. On-Site Supervisors will be responsible for overseeing the nightly activity of warehouse unloaders and stockers.
- On-Site supervisors will check in employees at shift start and end as well as monitor employee performance throughout shift. The supervisor will also record time and assist with processing status requests with store personnel. Supervisors will coordinate daily with store management and meet any need that arises.

Requirements:

You must have all the following requirements to be considered for current opening:

- Qualified candidate will have experience supervising or managing others with a strong customer service attitude! Candidates must have High School Diploma or GED and intermediate computer skills.
 - Candidates must be willing to submit to a pre-employment drug screen and background check. Candidates must be flexible with schedule and able to work overnight hours.
 - Candidates must be able to read, write and speak English fluently.
 - Please come in person to: 223 West Anderson Ln #A101, Austin, TX
 - We will be conducting job-fairs Monday, October 25th thru Wednesday, October 27th from the hours of 9am to 2pm. Please bring your I9 required documents and be prepared to complete our application process and conduct an interview.
 - Selected candidates must be able to start work immediately and work during the holidays.
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Apartment Assistant Manager

Branch: Austin

Location within City: Austin

Base Pay: \$13.67

Work Schedule: M – F 8:00am – 5:00pm

Length of Assignment: Temp - Hire

Type of Company: Apartments

Education: Some college hours in business, public administration, or social sciences in an accredited college or university.

Experience: Four years work experience working in an administrative capacity in public housing or property management, or an equivalent combination of education and experience.

Contact Information: To Apply: Send your resume to cheale@texasmgmt.com

For Questions: Call 454-8766 ask for Chris.

Job Description:

- Assists Manager, You act as Manager in the absence of the Manager. Implements and enforces all HUD and agency rules and regulations.
- Conducts orientation for all new residents:
- shows unit, explains lease and briefs them on all policies and procedures governing their possession and continued occupancy of the unit.
- Reviews lease obligation between tenants and evaluates compliance with policies and procedures and HUD/Agency occupancy standards.
- Accurately calculates residents' family income.
- Determines the correct amount of monthly rent, eligibility, and qualifications for earned income disallowances.
- Collects rents, prepares bank deposits and maintains accurate collection records of all security deposits and other charges.
- Schedules and mails notification letters for annual and interim recertification of residents and accurately conducts re-certifications in a timely manner.
- Mails delinquent notices, eviction letters, rent change notices and other correspondence to residents when necessary.
- Reviews account receivable reports daily and conducts documented collection activities for all delinquent accounts.
- Interviews and counsels residents concerning lease violations and offers referral information for financial assistance and any other social service assistance that may assist the resident or initiate corrective action.
- Performs other duties as assigned.

Requirements:

You must have all the following requirements to be considered for current opening:

- Some college hours in business, public administration, or social sciences in an accredited college or university.
- Copies of diplomas and/or transcripts required.
- Four years work experience working in an administrative capacity in public housing or property management, or an equivalent combination of education and experience.

- Must successfully complete the Housing Managers Certification Training within one year of the date of hire or at the first available offering.
- **Skills and written test will be administered. Valid Texas Driver's License and driving record required.**
- **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**
- Work is performed indoors and outdoors, and may involve physical exertion during visits and inspection of units and developments.
- Work may entail travel to meetings, conferences, and workshops in other cities. The employee is required to work unusual hours.
- Work involves the normal risks and discomforts associated with an office environment and visits to outdoor developments, sites, dwellings, or facilities, inspections of structures and confrontations with applicants and residents.