
Maintenance Coordinator / Administrative Assistant Job Posting

Are you looking for an opportunity to grow with an award-winning and fast-paced company? Are you a hard worker seeking a culture of driven employees and supportive teamwork? Guardian Property Maintenance is looking for you!

We're a locally owned company that manages and maintains residential rental properties throughout the Metro area and are currently seeking a full-time **Maintenance Coordinator/Administrative Assistant** to join our team.

What Does this job entail?

Role Responsibilities:

- Coordinate and follow up on maintenance work requests, gathering bids as needed
- Communicate with property owners, residents, vendors, and maintenance technicians ensuring outstanding client relations and service
- Work with vendors involving work orders, accountability and payments
- Review and approve invoices efficiently
- Provide administrative support to Guardian's maintenance department: rental licensing and inspections, contracting division, unit turnovers, as needed

Ideal Candidate:

- 2+ years administrative experience
- Strong organization and prioritization skills
- Strong communication skills
- Strong sense of urgency in a fast-paced environment
- Attention to detail
- Experience using Microsoft Office Suite
- Positive Attitude
- Bilingual a plus

Why work with Guardian Property Maintenance?

We are truly guided by our core values of:

- Culture of Support and Service
- Honesty and Integrity
- Good, Better, Best Philosophy
- Work Accountability and Life Balance
- Laughter and a Positive attitude

We offer great benefits that include:

- \$20 - \$21 per hour, DOE
- Health insurance benefit available
- Company paid life insurance
- Company paid long-term and short-term disability Insurance
- 2 weeks of paid time off with accrual starting on day 1
- 10 paid holidays each year with eligibility starting on day 1
- 401K with a great company match and 100% vested after 90 days.
- Half-day Fridays! Our office closes at noon on Fridays.

Guardian is an Equal Opportunity employer. We have been voted one of Minnesota's Best Property Management Companies for 3 years running by the Minneapolis Star Tribune's annual Readers' Choice Awards, winning the **gold** medal for 2023 and have twice been recognized as "100 Best Companies to Work For" by Minnesota Business magazine.

If you share our values, and are looking to contribute to a committed team, please apply for our open position with a resume and cover letter at www.guardianprop.com/careers .