



## SOUTHWIND PRAIRIE PROPERTY COORDINATOR

Southwind Prairie Apartment Management is looking for a professional and responsible individual to fill the role of full-time Property Coordinator.

### About Southwind Prairie

*Southwind Prairie Apartments are located in a natural setting in beautiful Lake Geneva, Wisconsin and are within a short distance of shopping, entertainment and dining. Our apartments provide the ultimate in luxury apartment living, with amenities such as caring, customer-focused, and responsive staff; a fabulous clubhouse with kitchen amenities; fitness center; business center; and a spectacular resort-style outdoor heated pool.*

#### Position Description:

- Manage Maintenance staff & Sub-contractors
- Coordinate service request/maintenance items and inventory tracking
- Correlate move out/in with maintenance & cleaning staff, and with utility companies
- Routine inspections of all apartments
- Check voicemails, emails, incoming traffic
- Assist with showing & leasing of units
- Record keeping of all leads/prospects into system software and Excel activity reports
- Assist property manager with daily & monthly tasks
- \$16-\$20 an hour
- 40 hours a week (full-time)

#### Position Requirements:

- Strong interpersonal skills
- Customer service oriented
- Proficient in computer programs
- Familiarity to Microsoft Office
- Learn property manager software
- Previous phone skills is a plus
- Problem solver
- Develop full knowledge of Southwind Prairie Apartment community, including floor plans, current pricing market, application form, screening process and rental/office policies
- Desire to make a difference in your local community!

**THIS POSITION IS FOR IMMEDIATE AVAILABILITY**

Please email your resume to [manager@southwindprairie.com](mailto:manager@southwindprairie.com)

Visit [www.southwindprairie.com](http://www.southwindprairie.com) for more information.

**Southwind Prairie Apartment Homes**

775 Southwind Drive

Lake Geneva, WI 53147

(262) 249-8500