



FULL-TIME MAINTENANCE TECHNICIAN

COMPANY DESCRIPTION

Southeast Venture is a full-service real estate company with three branches of service - real estate, design, and development. Guided by a mission of "Building Value by Valuing Relationships," we provide and coordinate delivery of brokerage, development, architecture, interior design, and property management services.

JOB DESCRIPTION

Southeast Venture is seeking a dedicated and skilled full-time Maintenance Technician to join our property management team. This position is integral to ensuring our properties are well-maintained, safe, and functional for all tenants. The Maintenance Technician will be responsible for a variety of tasks including preventative maintenance, emergency repairs, and routine inspections. They will also play a key role in upholding the aesthetic standards of our properties and ensuring tenant satisfaction by responding to service requests with efficiency and professionalism.

RESPONSIBILITIES

- Performing routine maintenance and repairs on building systems and equipment
- Addressing tenant service requests promptly and efficiently
- Conducting regular inspections of the properties to identify and resolve issues
- Collaborating with the property management team to maintain the aesthetic and functional standards of our properties.

DESIRED QUALIFICATIONS

- Experience in maintenance work, preferably in a commercial real estate setting
- Working knowledge of HVAC, plumbing, electrical, and general repair skills
- Problem-solving abilities and attention to detail
- Good communication skills and a customer service-oriented attitude
- Ability to work independently and as part of a team

BENEFITS

- Benefits include: competitive salary; full health, dental, life, short-term disability, long-term disability insurance; paid leave, and a 401(k) plan with matching.

Interested applicants should send resumes to

Adam Upton, Director of Property Management – aupton@southeastventure.com

Todd Alexander, Principal-in-charge – talexander@southeastventure.com

