

- **On-Site Management Team**  
**60+ Unit Senior Housing Complex**

United Marketing, Inc, is seeking an On-Site Management Team for a 60+ Unit Senior Housing Development located in the Central District.

- Promote a "sense of community" among residents with activities and services, working to resolve problems and facilitate a responsible and positive complex.
- Perform office duties, including screening apartment applicants and leasing; annual and interim resident recertification.
- Perform on-site cleaning & light maintenance work.
- Perform resident check-in and move-out procedures.
- Collect rents and, when necessary, assist with eviction procedures.

An attractive benefits package and a competitive salary, commensurate with experience, will be offered to the right candidates.

**Minimum Qualifications:**

- Exceptional customer service skills, including problem solving skills and the ability to respond quickly and tactfully to customer requests.
- Dependable, highly-motivated, and organized individual skilled at meeting deadlines and producing high quality work.
- Good oral and written communication skills; ability to communicate in English.
- Ability to work independently and as part of a team. Positive attitude a must.
- Must be able to perform non-repetitive lifting of at least 25 lbs.

Experience with cleaning & light maintenance a Must.

ONLY TEAMS NEED APPLY

**Application Process:** Please send a resume and cover letter to:

United Marketing, Inc  
An Equal Opportunity Employer

Fax: 425.957.0425

or follow craigslist ad to email resume.