

REMODELER – SKILLED LABORER

JOB SUMMARY:

Homewise Properties is currently looking for skilled and motivated people to join our property maintenance and rehab crew. This person will be a part of a team that is responsible for repairing rental properties, flipping homes & commercial properties, as well as troubleshoot common plumbing and electrical problems and maintain professional relationships with our skilled trades vendors. When inquiring be sure to ask about our core values which will dictate our hiring process.

COMPENSATION:

- \$15-\$20 hourly starting pay based on experience
- Potential for \$17-\$25 hourly after 90 day orientation period
- This position starts out as a 1099 contract with the option to become a permanent team member after 90 days.
- This is a full-time position (36-40 hours) with seasonal opportunity for overtime.

REQUIREMENTS:

- Reliable transportation
- Reliable phone service and smartphone preferred

KEY RESPONSIBILITIES:

- Ability to follow instructions and ask questions for clarification
- Familiarity with various building materials and installation processes
- Work diligently to produce high quality housing for our customers and tenants.
- Actively participate on a small team of ambitious technicians and project managers.
- Maintain viable, dependable transportation.
- Maintain driver's license and operate vehicles and often with a trailer in tow.
- Communicate clearly and respectfully with customers, clients, and fellow team members.
- Utilize maintenance management software as well as project management and time management software.

KNOWLEDGE, SKILLS, and ABILITIES:

- Must be capable of working well in a team setting or independently
- **Must be eager for personal development** even when this growth requires personal time investment such as attending seminars, reading books, or completing online/in-person trainings.
- Diligently maintain a teachable attitude and an open, growth mindset. Motivated to and capable of overcoming obstacles such as distractions, unexpected site conditions, or changing scope of work. Positive, action-oriented mindset.
- Must have at least 1 year of experience with at least 1 building trade or remodeling.
- Must be at least 18 years old. High School Diploma or equivalent preferred.

CONTACT INFO:

- Call 660-527-6161
- Email ivan@allthingshomewise.com

ADMINISTRATIVE – PERSONAL ASSISTANT

JOB SUMMARY:

Homewise Properties is currently seeking a responsible, high-energy individual for our open Administrative Assistant position. The main purpose of this job is to provide general administrative support to meet the needs of the Homewise leadership team. The Administrative Assistant will manage day-to-day operations for our management office in Moberly, MO. The ideal candidate is well organized, flexible, and thorough. This position also fulfills the personal assistant role for the property manager of the Moberly office. When inquiring be sure to ask about our core values which will dictate our hiring process.

COMPENSATION:

- \$14-\$20 hourly starting pay based on experience and 90-day performance review
- Part-time or Full-time options available

KEY RESPONSIBILITIES:

- Assist in maintaining the property manager's busy and fluid calendar.
- Able to be **resourceful** and **proactive** in dealing with the day-to-day issues along with events/problems that arise quickly.
- Represent the property manager and organization in a professional, polished, and intelligent manner.
- Carry out administrative and customer service tasks. Including some minor bookkeeping. This responsibility may also include personal and business shopping at local stores and online vendors (Walmart, Lowes, Amazon, etc). Includes being responsible for company funds (cash and credit card).
- Minor marketing and design tasks.

KNOWLEDGE, SKILLS, and ABILITIES:

- **Must be eager for personal development** even when this growth requires personal time investment such as attending seminars, reading books, or completing online/in-person trainings.
- Must have at least 2 years experience with administrative duties, office management, or property management.
- Proficiency in Microsoft Office (Word, Excel and Outlook).
- Must have experience working in fast-paced environments where discretion and confidentiality are required.
- Ambitious and detail oriented; willing to learn and initiate new and improved processes where needed.
- Enjoy the role of a gate-keeper while maintaining friendly, professional relationships.
- Possess the ability to work quickly without compromising quality.
- Must be able to pass a drug test and background check.
- Provide excellent, verifiable references.
- High School Diploma or equivalent required
- College Degree preferred

CONTACT INFO:

- Call 660-527-6161
- Email ivan@allthingshomewise.com