

**We are...**

- A family-owned Chicago property management firm with more than 50 Northside neighborhood communities and over 2000 units.
- Long-term owners with a hyper-local pulse on the community's values, needs and dreams.
- Dedicated to fostering the diversity, integrity, beauty and vitality of our neighborhoods by continuously investing in our buildings and improving residents' homes and lives.
- Fueled by the notion that neighborhoods require both sustaining and investing in for the sake of their prosperity and longevity.
- Looking for an on-the-go professional courier to support every department across our entire North Side portfolio.

**You will...**

- Provide a positive, professional, and engaging experience for residents, prospects, and staff. Be a dynamic representation of the company.
- Produce and complete monthly lockbox audits at every community.
- Deliver notices for Maintenance, Accounting and Marketing departments. Deliver and retrieve leases as needed.
- Support Leasing and Processing teams by obtaining steel keys, installing keys, and programming safe lock systems.
- Update/program intercoms upon request.
- Complete move out inspection photos and update to Appfolio system.
- Submit damages and maintenance items found in building common areas for Maintenance attention and repair.
- Have expert-level communication skills, both internally and externally.
- Be able to diffuse tense situations when needed while keeping supervisor apprised of any needed escalations.
- Other projects from supervisor as needed.

**You should...**

- Have reliable transportation and a valid IL driver's license and valid insurance.
- Have a high school diploma or equivalent.
- Be available on some Saturdays.
- You don't have to speak Spanish but it's a plus!

**We offer...**

- Competitive hourly pay, commensurate with experience.
- 40 hours guaranteed per week, with no overtime.
- Weekly Gas Reimbursement, to be invoiced by you, subject to shift based on market conditions and approvals.
- Full benefits after 90 days of employment.
- 401K after 6 months.
- 5 days paid vacation and 5 PTO days after 90 days of employment.
- 6 paid holidays per year.
- Free lunch Fridays and birthday cake!

**Email your resume to [jdrabant@becovic.com](mailto:jdrabant@becovic.com) with the subject line "APPLY: Field Courier".**