

Quality Control Inspector

We are...

Becovic Management Group is a leading property management company dedicated to providing exceptional living experiences for our residents. We take pride in maintaining our properties to the highest standards and ensuring our units are always in excellent condition.

We are seeking a dedicated and detail-oriented individual to join our team as an Apartment Move-Out Inspection & Move-In Readiness Specialist. This role is crucial in maintaining the quality of our apartments and ensuring new residents have a smooth move-in experience.

You will...

- Conduct thorough move-out inspections once we have possession of the apartment.
- Take detailed photographs of the apartment to document its condition.
- Enter photographs into our database for documentation purposes.
- Identify any damages or maintenance issues that need to be addressed.
- Open work orders for any urgent maintenance issues identified during the inspection.
- Ensure that apartments are move-in ready for new residents.
- Verify that all appliances and fixtures are in working order.
- Ensure the unit is clean and meets our high standards.
- Open work orders for any repairs or missing items that need attention.
- Deliver notices to units as required prioritizing timely and accurate delivery.

You have....

- High school diploma or equivalent.
- Previous experience in property management, maintenance, or a related field (*but we're willing to train the right person.*)
- Strong attention to detail and excellent organizational skills.
- Ability to work independently and manage time effectively.
- Excellent communication and interpersonal skills.
- Basic computer skills for opening and tracking work orders.
- Reliable transportation to travel to the properties located throughout Uptown, Edgewater, Rogers Park, Logan Square, Albany Park.
- Valid driver's license and car insurance.

We offer...

- Competitive salary.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Gas allowance
- Opportunities for professional development and career growth.

How to Apply:

If you are a proactive individual with a keen eye for detail and a passion for maintaining high standards, we would love to hear from you! Please submit your resume and a brief cover letter explaining why you are the ideal candidate for this position through the Indeed listing [here](#).

Becovic Management Group is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.