

## Team Specialist Position - Key Responsibilities and Qualifications

### Position Summary

- Seeking a detail-oriented and highly organized Team Specialist to join one of the in-office management teams at Becovic.
- This entry-level role is crucial for ensuring smooth operations and providing exceptional support across various resident-facing functions, which may include Concierge, Accounts, and Service Coordination.
- The ideal candidate is a proactive communicator, proficient with technology, and dedicated to delivering a superior resident experience.

### Benefits and Environment

- **Location:** Dedicated in-office role, fostering strong team collaboration.
- **Growth:** Excellent opportunity for an entry-level professional to gain foundational experience in property management and advance within the company.
- **Team Environment:** Collaborate within a supportive, energetic, and professional team culture.
- **Compensation:** Competitive hourly wage commensurate with experience, plus benefits package.

### Core Responsibilities

- Serve as a primary point of contact for current and prospective residents, fielding inquiries via phone, email, and in-person.
- Accurately process and track various tasks and complete administrative documentation.
- Efficiently manage and coordinate various activities between residents and a dedicated team.
- Maintain meticulous records and update resident information within company property management software.
- Assist in various administrative tasks to support the Management teams as needed.

### Required Qualifications

- **Education/Experience:** High school diploma or equivalent required. Previous property management or customer service experience is a plus, but not required.
- **Communication:** Excellent verbal and written communication skills, with a professional and friendly demeanor.
- **Technology:** Strong computer proficiency, including experience with Microsoft Office Suite (Word, Excel) or Google Workspace and the ability to quickly learn new property management software platforms.
- **Interpersonal:** A positive, professional, and patient attitude with a strong commitment to problem-solving and customer satisfaction.

- **Language:** Fluency in a second language (e.g., Spanish, Polish, etc.) is highly desirable.

### **The Bottom Line**

- If you have great communication skills, are comfortable with technology, and are looking to start a professional career in property management in an office environment, we encourage you to apply.