

Home Manager I Job Description

Scottsdale, AZ 85251

Aperture Home Management, a provider of premier household management, maintenance, and repair services, is currently seeking highly responsible, determined, ambitious, high energy individuals for the position of Home Manager Level I. The exemplary Candidate will pride themselves in contributing to the mission of Aperture Home Management of bringing traditional high standards of integrity, transparency, and accountability back to the home services industry and showing Clients our continuous commitment in always working toward these high standards.

Primary Responsibilities:

- Under the supervision of other Mentor Home Managers, you will perform survey inspections on homes of newly contracted Clients to establish a maintenance and repair portfolio for the property.
- Prepare, compile, and organize the information obtained from the survey inspection to be transferred into a Client Property Database.
- Perform regularly scheduled visits to Client homes to answer questions and address concerns relating to Client service plan, update plan regarding upcoming maintenance and repair tasks as to priority.
- Make informed decisions as to whether maintenance and repair tasks are to be performed by home managers or outside service providers.
- Preinstall electronic devices for monitoring of service providers within zone of client property where service provider activity will take place prior to scheduled work activity and adjust as necessary.
- Actively supervise and direct work of Service providers during scheduled maintenance and repairs on Client properties.
- Coordinate with Client Account Managers prior, during, and after visits to Client properties to ensure all documentation, monitoring, and post visit protocols are completed.
- During visits to Client properties, perform simple handyperson tasks as scheduled.
- Stay current with individual continuing education requirements to attain set company advancement goals

Job Requirements:

- Must be a Permanent Resident, Naturalized Citizen, US Citizen, or have a valid work permit for employment within the United States.
- Must be able to read, write, and converse fluently in the English language
- Must have strong computer skills to include a working familiarity with Microsoft Excel.
- Undergo a complete background check, including completion of an FBI fingerprint and criminal background check for access into Client properties.
- Valid Arizona driver license and a clean driving record
- Willing and able to travel by airline nationwide and on short notice when necessary to ensure Home Manager scheduling coverage
- Attentive focus, determination, and stamina to work an entire shift where your work schedule will be pre-planned and nonstop except for scheduled breaks, and methodically guided utilizing proprietary company tech.
- Agree to active electronic monitoring taking place throughout your entire scheduled shift, within any company vehicle, and to, from, and within Client properties, excluding scheduled and personal breaks.
- Previous construction, home services, or residential maintenance experience is a strong plus, but not required.
- Basic familiarity with the components and systems of residential property preferred.
- Outgoing, upbeat, and positive personality, with strong reasoning and customer service skills highly preferred.
- As a company representative who interacts regularly with Clients, you will be required to always maintain high standards of personal hygiene and appearance and always conduct yourself in a responsible and respectful manner. A company uniform is required.

Salary and Benefits:

- Hourly pay rate of \$15.50 per hour during 60-day probationary period
- Salary pay rate of \$36,480 annually after successful 60-day probationary period
- Sick and Vacation accrual begins after 90 days
- 401K available after 6 months
- Positive environment for career advancement