



SOUTHERN HILLS / MARSHALLTOWN APARTMENTS On site Manager

We are seeking an honest, mature, self motivated and enthusiastic individual to handle a wide variety of maintenance and office work in Marshalltown. The bulk of time will be spent at Southern Hills, a 135 unit apartment complex. But time may also be spent in five smaller complexes in close proximity.

We're seeking a nonsmoking person that is organized, flexible, personable, and able to work largely unsupervised. The applicant must live in Marshalltown or within a ten minute drive. Applicant must be accessible outside normal working hours for occasional emergencies and/or lock-outs. *A driver's license, good driving record, and a clear criminal record are required.*

This is a full time position, approximately 40 hours per week. Hours are roughly 8:00 – 4:30 but may vary somewhat. Early, late, weekend, or holiday hours will occasionally be required for snow removal or other emergencies.

THE QUALIFIED APPLICANT WILL:

1. Be able to respectfully communicate and interact with a wide variety of people. Personal intolerances for any group of people based on race, religion, national origin, socioeconomic status, gender, familial status, sexual orientation, or sexual identity should not apply.
2. Be competent with Microsoft Word, and able to send and respond to emails. Be organized and able to coordinate move ins and move outs, apartment showings, rent deposits, and work by outside contractors.
3. Own a working and reliable automobile.
4. Be relatively handy for maintenance items in occupied and unoccupied apartments, and be able to assist moving appliances, doing yard work, coordinating move ins and move outs.
5. Widely varied misc. duties as needed.

COMPENSATION:

1. Starting wage of \$16 - \$18 per hour. \$1 per hour wage increase after 60 day probationary period.
2. Health dental insurance available after two full calendar months of employment. Current employee contribution is \$55.00 per paycheck for an individual, with Venture Management paying the rest. Adding a spouse or children is more expensive. Short term disability provided at no cost.
3. Paid holidays and generous PTO, as well as a retirement account after six months.
4. \$250 monthly rent subsidy if living in a Venture Management apartment in Marshalltown.

*Interested persons should complete an online application at: <http://venturellc.com/careers/>
Please also submit a cover letter or note about why you would be a good fit for this job, and a photo ID.*