



## RECRUITMENT

# Balfour Beatty Communities

Wednesday, December 12th , 2018

American Job Center – Montville

601 Norwich New London Turnpike, Uncasville, CT 06382

11:00am – 2:00pm

### **Maintenance Technician Job Order # 194046**

Diagnose maintenance issues, make necessary repairs and ensure all resident service requests and other community maintenance is completed in a timely manner. Tasks include working on HVAC, plumbing, electrical, appliances, carpentry, drywall, painting, roofing, siding, doors/locks, glass/screen repairs, flooring, tile work and fencing. Must have a high school graduate level of English and Math, a valid state-issued driver's license with a safe driving record. An HVAC license and basic knowledge of electrical, plumbing, appliance repair, drywall & carpentry is preferred.

### **Resident Specialist Job Order # 188344**

Responsible for a wide variety of property marketing, sales and customer service activities to help residents find the perfect home. Screen and approve qualified applicants in accordance with company policy, monitor and managing the prospective resident waitlist, inspect property on a regular basis to identify any deficiencies or issues that need to be addressed, prepare property for daily showings, including opening/closing model units and amenities, conduct pre-move-in home inspections to ensure units are ready for occupancy, as well as move-out inspections, manage the new resident move-in process to ensure a smooth transition into the community. Perform general administrative tasks such as software data entry, filing, typing, and answering phones.

**Comprehensive benefits package offered including a variety of health care options, retirement benefits, paid time off and many more services and programs aimed at ensuring total employee wellbeing.**

For more information visit [www.CTHires.com](http://www.CTHires.com).

Click on **Find a Job** then the **Job Number Search** tab. Enter the Job Order Number then click **Search**.

**If you are interested in attending this recruitment event, you must be a registered user of CTHires to participate in this event. If you are not registered, please visit [www.CTHires.com](http://www.CTHires.com) to register as an Individual prior to the event.**



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