

RIVER WILD

SERVICE COORDINATOR

About Us

RiverWILD is a locally owned and operated investment and leadership company that impacts and develops people, the community, and our family of brands. We maximize our experience in real estate, construction, agriculture, and retail to offer products and a business relationship worth investing in.

Job Overview

RiverWILD Homes, LLC is looking for a full-time Service Coordinator that will contribute to the success of our projects by helping with the day-to-day operations of our Residential Service and Leasing Divisions.

Job Responsibilities

- Regard safety as your highest priority and follow all company, jobsite, and regulatory safety guidelines
- Promptly contact customers/tenants when maintenance requests are received
- Assess all maintenance requests to ensure they are within the scope and guidelines dictated by company policies
- Coordinate and schedule maintenance requests with contractors and customers/tenants while maintaining the highest level of professionalism
- Communicate with subcontractors and customers/tenants to verify completion and customer satisfaction for all assigned maintenance requests
- Schedule and conduct property inspections, vacant unit turns, repairs, and janitorial services according to policies and procedures
- Respond to after-hours emergency service requests as needed and on assigned weekends
- Coordinate office projects and repair work with subcontractors as directed by management
- Assist with maintenance of rental property work orders in the Appfolio Portal
- Handle and coordinate all details related to Move-ins and Move-outs

Qualifications

- Proven experience in property maintenance or a similar role (2 years preferred)
- 608 HVAC certification; preferred
- Strong knowledge of plumbing, electrical, HVAC, and general maintenance tasks
- Excellent written and verbal communication skills
- Driven and able to work independently
- Well organized, detail-oriented, and dependable
- Problem-solving abilities with excellent follow-up
- Must possess a professional attitude to represent the company in a positive manner



Why Work For Us?

Here at RiverWILD, our mission is to impact and develop our employees and those we do business with each and every day. We are only able to achieve our mission by living out our Core Values. Our Core Values provide us with a clear understanding as to what our culture is all about - Will to Win, Intentional Adaptability, Live Compassionately, and Disciplined Execution.

Our Core Values are built on the foundation of Faith and Family. Our Faith in God guides us; to believe the best in each other, value family, and love our community.

RiverWild Perks & Benefits

- Full Kitchen: Our kitchen is fully available for your use and is even stocked with healthy snacks, candy bars, sweets, coffee, and more.
- Casual Dress Code: Replace your loafers and pumps with flats or sneakers. Our dress code is relaxed and approachable.
- Company Outings: We've never been able to get into the "all work and no play" concept. We'll frequently cut out early and go do something fun. Many of our larger events are pre-planned and already on the calendar.
- Community Volunteer Opportunities: One of RiverWild's core values is "Live Compassionately". We take time throughout the year to get connected with and come alongside our local community.
- FitWILD Center: We have an onsite gym that employees can use at no cost.
- Health Insurance: We offer health insurance to all RiverWild employees and their eligible dependents.
- Retirement Program: Saving for your future is important and RiverWild will match your contributions up to 4%.
- Paid Time Off: We offer a competitive PTO program for our employees.
- Wilders Discount: All employees receive a 25% discount on all meat and produce products from Wilders Farm.

Compensation

Compensation will be discussed in the interview process based on experience and skill level.

Apply Today!

If this sounds like a good fit for you, please email us your cover letter and resume to jobs@staywild.com