

GumenickTM

PROPERTIES

Job Opening for Community Attendant Southgate Towers, Miami Beach, Florida

Qualifications & Abilities

The ideal candidate will possess the following qualities:

- ✓ High School graduate or equivalent
- ✓ One or more years' experience in a related field – police department training or security guard experience is preferred
- ✓ Team player

Areas of Responsibility

This position is responsible for the following areas:

Site & Safety Maintenance

- ✓ Guards the property entrance, allowing access to residents and authorized visitors only. All other guests must sign the visitors' log and provide identification
- ✓ Conducts property walks hourly
- ✓ Completes logs and checklists to records incidents, resident requests, name and identification of all visitors, security of interior and exterior of building, suspicious activity, etc.
- ✓ Weekly inspection of exterior and interior lighting to include the lobby, parking lot, walkways and common areas. May be required to deal with emergency lighting or other problems in the event of a power outage
- ✓ Reports all observations concerning necessary maintenance or repairs to the property
- ✓ Reports to supervisor or police authorities any unusual or suspicious activities
- ✓ Participates in training programs and requirements for all personnel and residents as it relates to the safety and security needs of the company (i.e. the Fire Safety Program)

Additional Responsibilities

- ✓ Answers the telephone and responds to requests and/or forwards the call to the appropriate party as required
- ✓ Ensures that the property entrance is guarded at all times. At no time should the Reception desk be vacant.
- ✓ Actively supports and/or adheres to the Mission, Values and policies of Gumenick Properties
- ✓ Fully supports the goals and principles of federal and state fair housing laws

Above is a brief outline of job duties and is not intended to be all-inclusive.

If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes to Tiffany Previs, Human Resources Department, via email tprevis@gumprop.com or facsimile (804) 521-5360 by April 14th, 2017.