

Resident Services Coordinator

Position Type: Full Time

Job Type: Non Exempt

State:CA **City:**San Jose

Brand:eaves

Overview

AvalonBay is proud to be named one of Glassdoor's Best Places to Work in 2019. Creating a better way to live is the purpose that binds AvalonBay associates. At AvalonBay, every day you can make a difference in someone's life. We take that purpose seriously and expect you will as well. From helping someone choose one of our communities as their home to providing great service throughout a resident's stay to supporting your fellow associates, your positive, professional and consistent personal interactions make AvalonBay a great place to work. Our purpose and our core values

- *A Commitment to Integrity, A Spirit of Caring, and A Focus on Continuous Improvement* - set us apart.

We are looking for the right candidate to join our Property Operations Team as a Resident Services Coordinator. So if you're looking for a rewarding career opportunity with the top property management organization in the country, we'd love to hear from you!

The Role

The Resident Services Coordinator will provide exceptional customer service, respond to resident requests and inquiries and work address resident concerns and issues in accordance with the company's customer service standards.

You Have...

Qualified candidates will have a high school diploma or equivalency (GED) and 1 year of multi-family leasing or related customer service experience in hospitality or retail.

Additional Info

AvalonBay is proud to be an equal opportunity employer and is committed to an inclusive and diverse work environment free of discrimination and harassment. We believe that in order to achieve our purpose of creating a better way to live, we must recruit, develop and retain associates with a wide range of backgrounds, experiences and perspectives and create an environment that encourages all voices to be heard, understood and appreciated. With this we know we can do great things.

AvalonBay will consider for employment qualified applicants with criminal histories in a manner consistent with requirements under the law.

Job ID 23668