



GUARDIAN

MANAGEMENT LLC

A DIVISION OF GUARDIAN REAL ESTATE SERVICES LLC

Guardian Management has an opportunity for a **Full-Time Porter** to join our experienced and committed team at **Collins Circle!**

Position Summary:

Collins Circle is a 124-unit eco-friendly, LIHTC/conventional apartment community located in the Goose Hollow area of Portland, OR. We are seeking a property Porter to assist and support in the required cleaning and minor property maintenance necessary to maintain curb appeal and the overall appearance and quality of the property. This will include processing work orders as assigned by the Community Manager or Maintenance Supervisor that may include routine maintenance of property and apartment units. This position is responsible for ensuring that all maintenance work is done in compliance with OSHA regulations and Guardian policies and procedures.

Qualification Requirements:

The requirements listed below are representative, but not exclusive of the knowledge, skill and/or ability required.

- High school diploma or GED.
- Excellent attention to detail and organizational skills.
- Ability to speak, read and write in English.
- Ability to communicate effectively and in a timely manner; both verbally and in writing.
- Able to complete company training requirements for this position within pre-determined deadlines and attend other training sessions as required.

Schedule: 40 hours / week; Tuesday - Saturday.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

- Represent Guardian in a positive and professional manner at all times.
- Support Community Manager's efforts to assure that the company's efforts fully meet and exceed property management obligations.
- Walk property grounds daily to ensure grounds are clean and property has excellent curb appeal.
- Walk common areas daily, clean and maintain all common areas.
- Maintain retail bathrooms.
- Maintain common areas, entryways and dumpster/recycling areas.

- Alert supervisor of any potential liabilities or repairs. Identify property problems and repairs needed in the areas of structural, electrical, plumbing, and appliances.
- Under the direction of the Community Manager or Maintenance Supervisor and (if applicable) with the assistance of other Maintenance Staff, respond to all service requests and complete all Work Orders and assist with Apartment Turnovers in a timely and professional manner in accordance with Guardian's policies and procedures.
- Keep the model unit in condition to show and make sure that the office, maintenance work area, grounds and common areas are neat and clean at all times.
- May be required to carry a property cell phone and be on call for emergencies.
- Communicate with supervisor about any issues, or resident questions or concerns brought directly to the Porter.
- Follow confidentiality guidelines for all resident, property, owner, and Guardian information at all times.
- Accurately record time worked, adhere to time keeping guidelines including approving site staff time records on a daily basis.
- Liaison with corporate departments to provide a team approach to the management of the property.
- Establish and maintain collaborative working relationships between departments and with coworkers.
- Constantly strive for improvements in work process and results to better meet resident needs, ownership goals and objectives, and company standards and expectations.
- Other duties as assigned by the Community Manager or Portfolio Manager.

[CLICK HERE TO APPLY TODAY!](#)

Or visit our Careers Page at <http://www.gres.com/careers/> and reference Job # 1061.

Guardian Real Estate Services LLC – Company Description

Established in 1971 and headquartered in Portland, Oregon, Guardian Real Estate Services has evolved into a leading management, development and investment firm. Our company offers a diversified real estate service platform including property management, investments, development, and advisory services. Guardian delivers custom solutions by offering a higher level of expertise, resources and creative capacity to develop a unique approach for each client. 40 years of experience, combined with the long tenure of our key staff, contributes to our strength and sets us apart in the industry. Our stability and security comes from our legacy of experience, industry knowledge, and integrity.

Guardian is a distinguished leader in the multifamily housing arena with a team of highly qualified real estate professionals. The company's vertically-integrated business model is sought by both private and institutional investors. Guardian's management portfolio includes over 130 assets throughout 55 cities located in four states, and is comprised of approximately 8,500 multifamily units. Guardian's portfolio includes a diverse mix of market-rate, affordable and senior housing. Guardian holds ownership interests in 35% of the portfolio under management.

The Guardian Experience – Our People

The Guardian Experience: Property Management is our strength. People have always been our passion. Our team is, and has always been, actively engaged in superior real estate management and enhancing the communities in which we live and work. In this economy, companies come and go. As a 3rd generation family owned firm, Guardian's growth and stability has evolved the company into a leading West Coast real estate management and investment firm.

Guardian Offers

In addition to competitive salaries, comprehensive benefits which include health, vision, dental, life, disability, 401(k), generous Paid Time Off and paid Holidays, we offer a culture in which individuals work and participate in collaborative team environments and are encouraged to continue to grow both professionally and personally.

AAP/EEO Statement

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.