

Job Opportunity – Field Services Associate with Creative Housing Inc in Columbus, OH (Temp to Hire)

We are looking for a permanent employee and understand you may simply be looking for “the next thing” until you find your thing. This Temp to Hire position may be the perfect opportunity for you!

Do you want the opportunity to use your knowledge of property management and building maintenance to help provide stable housing opportunities and promote positive community relations? Are you detail oriented and enjoy providing strong customer service? If so, we want to speak with you about our Field Services Associate position.

Temp to Hire position after 90 days. Benefit eligible 30-days after hire.

Medical, Dental, Vision, Retirement Plan, Generous Paid Time Off and Holidays!

As a **Field Services Associate** for Creative Housing Inc., you will play a vital role in maintaining our company's physical assets and delivering exceptional customer service. The Field Services Associate is responsible for processing service requests, coordinating maintenance efforts, and supporting various operational functions.

You will also:

- Process service requests from multiple sources, including phone, email, and custom applications.
- Provide basic troubleshooting for service requests to resolve issues promptly.
- Identify and manage follow-up work orders to ensure timely completion of service needs.
- Conduct preventative maintenance tasks and provide administrative support.
- Coordinate pest control services and distribute bed bug encasements as needed.
- Collaborate with Facilities and Leasing teams to address property maintenance issues.
- Coordinate weatherization and energy-efficiency initiatives with community partners.
- Perform Housing Quality inspections to maintain compliance standards.
- Organize and maintain warehouse and garage cleanliness.
- Manage inventory distribution and receiving processes.
- Handle key distribution and retrieval.
- Assist with tenant notifications and access coordination.
- Provide support for company performance measurements and reporting.
- Enter invoice details into work orders and escalate issues as needed.
- Assist with special projects as assigned.
- Cross-train to support departmental coverage during absences.

Requirements:

- High School Diploma or equivalent (Bachelor's degree preferred).
- 1-2 years of experience in property management or home maintenance required.
- Working knowledge of leasing functions in residential property management required.
- General computing skills and spreadsheet applications experience required.
- Proficiency in Yardi preferred. Forklift operation experience desired.
- Strong organizational, prioritization, and problem-solving skills.
- Excellent verbal and written communication skills.
- Typing: Minimum 36WPM

- Customer service-oriented with attention to detail.
- Ability to collaborate with coworkers & vendors.
- Franklin County Residency.

Creative Housing is a nonprofit organization dedicated to providing safe, accessible, and affordable housing to individuals with disabilities in the Columbus metropolitan area. Since 1992, Creative Housing has earned national recognition in involving people with disabilities in the development of a wide range of housing options from single family homes and duplexes to small apartment buildings.

If you are ready for a new challenge and want to join our work family, contact us by filling in the form below or send your salary requirements and a current resume to careers@creativehousing.org.

Employer is EOE/AA/M/F/D/V.