



St. Vincent de Paul

SOCIETY OF LANE COUNTY

Work Order Processor and Property Pickup

Eugene, OR
Pay \$18.00 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

8 hour shift
Day shift

POSITION SUMMARY:

Work Order Processor performs multiple tasks necessary to ensure consistent operation of Maintenance work order processing and tracking. The Roles primary responsibility is answering and returning Phone calls to tenants and gathering details about their maintenance concerns. Responding to emails from stores and warehouses about their maintenance concerns. Creating work orders in our system for said maintenance concerns and turning them in to be assigned out from there.

The roles secondary responsibility is driving our box truck around to various sites and picking up abandoned property and unloading it at necessary locations. This truck is more often than not a manual transmission

- General office duties such as: answer phone, filing, data entry, generate correspondence, word processing and use of basic office equipment.
- Communicate with co workers, supervisors and vendors regarding work orders and invoices.
- Create work orders, and attach documents as needed.

- Enter completed work orders.
- Inspect occupied units both annually and as requested.
- Document with photos and create work orders for maintenance needs from inspection.

REQUIRED QUALIFICATIONS

- High School diploma or GED
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Typing skills
- Word processing skills
- Data entry skills
- Excellent customer service skills
- Proficiency with Microsoft Office software
- Knowledge and ability to operate general office equipment and telephone systems
- Ability and willing to work cooperatively with others
- High degree of discretion dealing with confidential information
- Ability to prioritize tasks to meet strict deadlines
- Maintain work area keeping clean and free from clutter
- Valid Driver's License and insured vehicle

PREFERRED QUALIFICATIONS

- Experience maintaining an Access database system
- Experience working for a non-profit organization
- Experience in Property Management Maintenance

SPECIFIC RESPONSIBILITIES

General office duties:

- Answer calls from potentially upset/angry tenants and or vendors
- Create and/or modify forms using Microsoft Office
- Learn and use web-based property management software
- Create and track work orders
- Use fax machine, copier, multi-line phone, calculator, printer and PC daily
- Check email and voicemails at least every two hours to maintain efficient communication
- Correspond with third parties
- Enter data into YARDI, ensuring that it processed correctly and a good audit trail is maintained.
- Maintain a professional relationship with all tenants/applicants at all times
- Maintain appropriate interpersonal relationships with co-workers

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

Physical Demands

- Sit for long periods of time, stand, climb up and down stairs
- Speak or hear, both in person and over the phone
- Use hands to operate general office equipment
- Use hand and fingers to break out files and put away paperwork
- Reach with hands and arms and lift up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Use hands to write
- Walk for extended periods of time
- Climb ladders

While performing the duties of this job, employees are regularly required to do:

- Work under deadlines with frequent interruptions
- Must have ability to set priorities on a continual basis and meet all timelines
- Speed, attention to detail and accuracy are required to ensure processing of application forms with a low error rate
- Confidentiality must be maintained at all times
- Interact with persons from diverse backgrounds who may be confused, irrational, irate or hostile
- Interact with division management and staff; financial and executive-level staff
- Use written and oral communication skills
- Read and interpret data, information and documents
- Analyze and solve non-routine and complex office administrative problems
- Use math or mathematical reasoning
- Learn and apply new information skills

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent De Paul application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.