



MANOR REAL ESTATE

Residential Rehab Specialist

Division/Department	Residential Investment Team		
Location	Greater St. Louis, MO Area		
Job Title	Residential Rehab Specialist		
Reports to	President of Company	Travel	Must have Reliable Transportation. Will require regular car use.
Compensation	See Next Page	Type of position: <input checked="" type="checkbox"/> Full-time	40+ Hours Per week/weekend Must have flexible schedule to accommodate meetings, visiting properties and time in the office.

GENERAL DESCRIPTION

Active, growing real estate company seeking capable, hard-working individual to assist with the renovation of properties (mostly single-family). This position will require ongoing learning of the renovation process, understanding design trends, hiring and overseeing contractors for projects and working on multiple projects at the same time.

This individual will also assist with leasing the South City portion of Manor's apartment portfolio.

This is also an ideal opportunity for someone with existing real estate brokerage experience or to being to pursue residential real estate brokerage to get started and be trained accordingly.

EXPERIENCE AND TECHNICAL REQUIREMENTS

- Working knowledge of construction practices
- Self-motivated/strong work ethic
- Extensive knowledge of Microsoft Office Suite programs
- Ability to work well with others in a team atmosphere
- Friendly, outgoing personality
- Missouri real estate salesperson's license preferred

KEY RESPONSIBILITIES

- | | |
|---|---|
| <ul style="list-style-type: none"> - Oversee renovation process from start to finish on Manor-owned projects - Hire and Oversee contractors - Create Scope of Work, create timeline, procure bids and hold contractors accountable | <ul style="list-style-type: none"> - Learn best practices and cost averages for services performed - Represent Manor Real Estate in a Professional Way - Stay in constant contact with all members of the team |
|---|---|

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

REVIEWED BY _____

Title

***To apply for this position, please send your Resume and Cover Letter to HR@ManorRealEstate.com**

www.ManorRealEstate.com/Careers