

RECRUITMENT EVENT



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Date: On-going

Time: 8:00 AM – 5:00 PM

Please apply in person at
Location: CareerSource South Florida Little Havana center
5040 NW 7th Street, Suite 200, Miami, FL 33126

Position(s) Available:

Miami Management, Inc., is looking for professionals for Front Desk, Access Control Rover and Concierge positions for some of the best residential properties in Miami-Dade County.

SALARY: \$14.00 – 20.00 per Hour

Shifts available: ALL

RESPONSIBILITIES

- Greeting residents and guests
- Controlling access to the property
- Conduct roving patrols of the property
- Coordinating receipt and delivery of packages
- Monitor security cameras
- Apply all safety and security policies, programs and procedures
- Ability to handle crisis situations / emergencies (fire, water leaks, etc.)
- Answer phone in a professional manner
- Ensure work areas are maintained in a clean and professional manner
- Basic computer skills
- May require some physical activity

REQUIREMENTS

- English language skills – verbal and written
- Bilingual skills may be desirable for some properties
- Must have transportation

ADDITIONAL INFORMATION

- Only qualified candidates will be contacted for an interview.
- Employer will conduct background check and drug test for each qualified candidate
- Please email resumes to America.Sora@careersourcesfl.com

For more information contact:

America Sora
Phone: 305-442-6900
Email: America.Sora@careersourcesfl.com
JO #: 11779761

Must register at www.employ-miamidade.com (with resume) prior to attending. Must bring acceptable I-9 documentation to demonstrate authorization for work.

**EMPLOY
MIAMI-DADE**

