

Seasonal Position

Amenities Access Associate

ACCESS TEAM



SPRING/SUMMER 2024

Job Title and Overview

We're looking for an Amenities Access Associate to distribute/troubleshoot association amenity access devices and coordinate facilities access during our peak summer season. This full-time seasonal position in our Access Team reports to our Access Manager and has the opportunity to grow into a permanent position upon completion.

Essential Job Functions

- Support our residents with amenities access via walk-in, phone, and email
- Distribute programmed amenity access devices
- Guide residents in completing request forms
- Retrieve and document information in resident systems software
- Direct ineligible residents to their proper course of action
- Receive and notate amenities payments
- Provide venue access information and follow up on events via email
- Assist our Customer Service team in peak times

Skillset

Required

- Excellent verbal and written communication, organization, and time management skills
- Ability to handle sensitive and confidential information with discretion
- Detail-oriented and capable of maintaining accurate records
- Ability to maintain composure and defuse tense situations
- Moderate to advanced computer skills
- Proficiency with Microsoft Office (Word, Excel, Outlook, Teams)
- Drive to learn and adapt to new processes and software
- Accountable as an independent worker
- Supportive as a team member
- Enthusiastic demeanor

Preferred

- Prior administrative experience
- Experience in Village Management System (VMS) software
- Experience in DoorKing and Atrium software

Compensation

- Hourly: \$12-\$15/hr

Working Conditions

Working Conditions	Details
Period of work	April-July 2024 for season position. Opportunity for a permanent position upon performance evaluation.
Hours of work	Monday through Fridays from 9am to 5pm.
Overtime expectations	Possible overtime available on weekdays.
Work environment	Work to be completed at our office, located at 110 Evans Mill Dr. Suite 702 Dallas GA 30157.

About Our Culture

All In One (AIO) is a community association management team who loves our associations under management and the neighbors that reside in them. We are striving to change the perception of the community association management industry into a loved one, one interaction at a time. Our team conquers challenges and takes accountability. We welcome change and strive to improve both ourselves and the community around us. We support each other when we’re struggling and share in victories together, because that’s what it means to be a team. If this sounds like you, we encourage you to apply and join us in our pursuit to be all in for our associations

How to Apply

Please email careers@allinonemgmt.com.

We look forward to meeting you!