

Assistant Job Ad

Hi, I'm Jason,

If you're reading this, I need an assistant – and it could be you.

Here's why:

I moved to Charlotte in the midst of a major transition period in my life. I started a new job, moved to a new city, needed to make new friends, and had to start a whole new life.

So, shortly after I moved here, I bought a house.

It was big. It was beautiful. But I was all alone.

I realized that I didn't want a ton of space for myself...

...I needed a sense of community – and I wanted to fill my life with other people like me.

That's why I started renting out my home to other professionals. I didn't just want "housemates" – I wanted a group of people that treated each other and our beautiful home with respect, that worked hard to be the best versions of ourselves we could possibly be, and had fun along the way.

The idea spread like wildfire – and www.CommunityRoomRental.com was born.

We do rentals differently. We don't do cheap, crappy rooms with lazy, dirty, annoying housemates and so-called "maintenance" where nothing ever gets fixed.

We help fun-loving, clean professionals rent great rooms in fully furnished homes, offer unprecedented customer service, and flourish in what have turned out to be amazing communities that otherwise would never have existed.

Some of my tenants are now my best friends – and I bet you've never heard someone say that about their landlord before.

Things are amazing right now – I've never been busier, more inspired, or more excited about what I'm doing.

And that's why I need an assistant, but not just any assistant. I need someone who will love Community Room Rentals as much as I do. I need someone who will fully understand our mission.

As my assistant, you will be responsible for the following:

Property Management

- Running and rerunning ads to help find new renters
- Providing prompt response to complaints and emergencies
- Performing home and move out inspections
- Handling maintenance requests
- Some light yard work, such as weeding and trimming, when needed

Financials

- Posting transactions in Quickbooks
- Rent collection
- Tenant billing
- Late fee assessments
- Rent collection notices when needed

Leasing

- Showing properties to prospective tenants
- Background checks for prospective renters
- Completing the leasing process for approved renters

Social Activities

- Party planning
- Posting to our website and Facebook page once a week

For the right person, this is an amazing opportunity to learn a lot – and get paid along the way.

You will master the art of negotiation, learn how to resolve conflicts, develop your interpersonal skills, and discover how to build people up and make them feel awesome.

You'll make a huge difference in many people's lives – and help our incredible community grow.

You'll have a significant role in a fast-growing company and plenty of time and freedom to do other things, too – it's the best of both worlds.

If you think this might be a good fit for you, check us out at www.COMMUNITYROOMRENTAL.com, then shoot me an email with your resume and cover letter.

If you're a solid candidate, I'll be in touch.

Talk soon,

Jason