

Personal Home Manager and Concierge Service Specialist - Property Management - Year Round

Location: Park City, UT, US

Company: Sea to Ski Property Management Shift Type: Year Round

Join our fun and collaborative team at Sea to Ski!

Sea to Ski Property Management is the premier property management company in Park City, Utah. We specialize in private, non-rental vacation homes and management of homeowner associations. With 20 years of experience as one of Park City's best property management teams, we're committed to intentional growth, team development, and community building. This is a dynamic, fast paced and fun work environment.

Essential Business Functions:

- Facilitate and perform all aspects of home management and client relations rendered by Sea to Ski.
- Document all building details, all actions taken, service performed, and issues discovered in each home, using FMX.
- Support the Maintenance and Housekeeping teams, as necessary. Resolve small issues upon discovery.
- Identify opportunities for process improvements and share with Operations + Senior Private Home Managers.
- Provide administrative support as necessary, including maintaining calendars/platforms, performing internal tasks, and contributing to strategic projects when necessary.

Qualifications:

- Experience in a service position preferred, ability to demonstrate strong passion for customer service is a must.
- Strong verbal and written communication skills needed.
- General computer knowledge and comfort using smart phone apps, as all tasks are dispatched/managed/completed on a mobile app.

- Valid driver's license and clean driving record required.
- Ability and commitment to drive in adverse weather conditions with the highest concern for safety.
- Familiarity with home maintenance and systems a plus.
- Ability to lift boxes up to 50 pounds and comfortably move in and out of a vehicle, safely across snow and up and down stairs.
- The schedule is varied but can be up to 30-40 hours per week.

The perks include an employee wellness benefit (ski pass, gym membership or spa treatments) and a competitive benefits package, including...

- Medical, Dental and Vision insurance available for FULL-TIME employees
- 401(k) retirement plan for all employees (eligible after 12 months of service)
- Full time hourly/salaried employees are generally eligible for accrued Paid Time Off (PTO).

We're looking for team members who are passionate about their work and the community around them, who make it their mission to ensure our clients receive the best possible service and who bring a sense of self and fun to all they do. Come join our team. Sea to Ski - We Treat Your Home Like Our Own

Sea to Ski Property Management is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.