

MAINTENANCE ASSISTANT – LIVONIA/TRI-COUNTY AREA

Schostak Brothers & Company, Inc is looking for a **Maintenance Assistant** with experience in commercial buildings to work in the Livonia and tri-county area. Under the direct supervision of the Operations Manager, the Maintenance Assistant will be responsible for performing general maintenance and repairs on property structures, in addition to performing grounds maintenance. If you have prior experience in a maintenance assistant role, we encourage you to apply for this position today.

PRIMARY RESPONSIBILITIES:

- Performing a variety of basic repairs to buildings and grounds.
- Checks lights and changes light bulbs/ballasts as need.
- Walks all vacant suites to insure they are clean and market ready.
- Is available for quick response per company policy if on-call duties are required.
- Responds appropriately to the building automation and security, fire, life and safety systems.
- Prioritizes and responds to work orders to ensure they are completed in a timely fashion.
- Willing to travel to several building locations in the Tri-County area.

EDUCATION AND/OR EXPERIENCE:

- Three or more years related experience and/or training; or equivalent combination of education and experience.
- Valid Michigan driver's license

This position offers a complete benefit package consisting of:

- Health, Dental & Vision Coverage
- Prescription Drug Plan
- Short and Long-Term Disability
- Life Insurance
- Vacation and Sick/Personal Time
- Paid Holidays
- 401k Eligibility

Interested and qualified candidates please submit a cover letter and resume for consideration.

Schostak currently operates commercial properties in 24 states as a full-service real estate development, management, leasing and consulting company. Since 1920, the company's activities have included development, acquisitions and leasing of retail, office, industrial, residential, mixed use projects both urban and suburban. Schostak current activities include joint ventures; build to suit projects, mixed use developments and a variety of necessity-based retail and open-air centers located throughout the United States.