



JOB AD POSTING

Job Title:	Porter	Job Code/ Req #:	4006
Location:	Charleston SC 29412	Travel Required:	No
Salary Range:	\$10/HR	Position Type:	Full time
HR Contact:	Schreka McKinney		
Date posted:	01/12/2012	Posting Expires:	Until Filled
External posting:	Yes		
Internal posting:	Yes		
Applications Accepted By:			
Fax or E-mail:			
(404) 745-0055 or hr@condominiumconcepts.com			
Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
ROLES AND RESPONSIBILITIES			
The Porter is responsible for keeping the grounds clean and attractive.			
<ul style="list-style-type: none"> • Removing trash from the Property • Cleaning exterior public areas • Pressure washing breezeways • Overall upkeep of the Property • Performing any other duties as directed by the Maintenance Supervisor • On call shifts 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Maintenance skills a plus. • Operate light to medium size equipment. • High School diploma or equivalent. 			
PREFERRED SKILLS			
Reviewed By:		Date:	
Approved By:	S McKinney	Date:	01/12/2012
Last Updated By:		Date/Time:	