

Titusville-Cocoa Airport Authority

355 Golden Knights Blvd

Titusville, FL 32780

Email: careers@flairport.com

Website: www.flairport.com



IMMEDIATE OPENING with Titusville-Cocoa Airport Authority for Customer Service I. Please see a detailed job description below and submit your application to careers@flairport.com.

Customer Service I

Entry-Level position, 24 hours per week, starting at \$10.00 per hour with benefits including FRS retirement. We are seeking an energetic, organized, self-starter to maintain property and manage a one-person office 3 days per week at a Self-Storage Facility located on Merritt Island.

Office Management Duties:

- Provide excellent customer service by phone and in-person.
- Process payments from tenants and make bank deposits.
- Assist with monthly billing and collection efforts by processing mailings and making phone calls.
- Maintain lease files for each tenant including current contact information.
- Conduct inspections and submit work orders for repairs (as needed).

Property Maintenance Duties:

- Restrooms cleaned and mopped (twice daily if needed).
- Interior hallways swept, unit doors cleared of dirt and spider webs (once or twice a week as needed).
- Driveways blown off (once or twice a week as needed).
- Trash along driveways, hallways and parking areas picked up daily.
- Front of building blown off daily as that is the main entrance to the office.
- Entrance doors cleaned with glass cleaner (as needed).
- Office vacuumed and cleaned (once or twice a week as needed).

Skills and Abilities

Employee is expected to be able to operate safely and efficiently all equipment associated with the above tasks. Equipment as follows:

- Office Equipment such as Computer, Printer, Fax Machine, Postage Meter.
- Power Tools
- Edger & Blowers
- Cleaning Equipment

Employee must be able to comprehend and react properly to both oral and written instructions.

Qualifications

This is an entry level position requiring a high school diploma or receipt of equivalent general education diploma (GED) and current valid Florida Driver's License without suspension. EEOC