



Job Listings @ Area Businesses For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Property Associate

Company:	Farmers Furniture	
Contact:	Crystal Pittman	
Job Location:	Dublin, Ga	
Posting Date:	08/20/2021	
Closing Date:	Until Filled	
Phone/Email:	478-275-6172	
Service/Product		
Hours/Week:		Shift: Full-Time
Salary: Will be discussed at interview.		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applications can be submitted online at <http://farmershomefurniture.com> For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- Maintains various files on stores for construction, maintenance, leasing correspondence, vendors, contractors, etc.
- Assists with the preparation and mailing of maintenance notices to landlords, appropriate corporate staff, and Store Managers as necessary.
- Works as a liaison with various vendors, landlords, and contractors for the Executive Director of Real Estate and assigned staff.
- Maintains monthly invoice records



- Prepares and/or receives a variety of forms, logs, requests, records, reports, spreadsheets, correspondence, and other documents associated with daily responsibilities of this position; reviews, updates, completes, processes, forwards, maintains, and/or takes other action as appropriate.

Qualifications:

- Good written and oral communication skills
- Good customer service skills
- Good organizational skills
- Good telephone etiquette
- Knowledge of Microsoft Office (Word, Excel)
- Good data entry skills (alpha and numeric)
- Self-motivated
- Good interpersonal skills
- Knowledge and ability to use all standard office equipment including personal computers