



POSITION AVAILABLE: “RUNNER”

Job Description:

This position distributes notices and other items on behalf of the design build team.

Key Responsibilities:

1. Communication Support: Assist with distributing notices and other documentation throughout the property as needed, ensuring clear and consistent communication with residents.
2. Packing and Preparation: Aid residents in packing their personal belongings and preparing units for renovations.
3. Documentation: Capture photographs of packed and prepared units. Forward these images for uploading into the resident's electronic file.
4. Inventory Management: If requested, conduct an inventory of each unit. Submit completed inventory forms to the onsite coordinator for record-keeping.
5. Supply Provision: Provide boxes and packing materials to residents upon request, ensuring they have the necessary supplies for an efficient packing process.

Preferred Skills:

- Outstanding organizational skills and attention to detail
- Excellent interpersonal skills with the ability to work with diverse residents
- Proficient in working independently and as part of a team
- Robust problem-solving skills
- Basic photography skills for documentation purposes

The Runner role is a hands-on position that necessitates physical stamina and a proactive approach to work. We seek individuals who are self-starters, team players, and possess a positive attitude.

If you are interested in this position or would like more information, please contact us via email at info@gowanusmod.com or via phone at 929-243-5871.