



Property Preservation Specialist – Job Description

Trinity is seeking a property preservation specialist. The property preservation department is responsible for rekeys, property board ups, debris removal, and lawn maintenance on properties across the United States.

Location: Dallas, Texas*
Status: Full Time, Temp to Perm

This position is responsible for:

1. Sourcing new vendors
2. Preparing bids for clients
3. Scheduling approved orders with vendors
4. Reviewing the work completed by the vendors on each property

Key skills for position will be:

1. Customer Service
2. Effective time management
3. Negotiation
4. PC literacy
5. Attention to detail

The property preservation specialist will continually update customers on progress or completion of projects with supporting documentation and photos.

Prior Property Preservation experience preferred.

*No relocation assistance available