



Opening available for a **Vacation Rental Coordinator** at a Vacation Rentals and Concierge Company in Gig Harbor, WA!

VACATION RENTAL COORDINATOR

Job Description:

- Creates and maintains VRBO/Airbnb/Craigslist ads; manages ads, Google calendar and invitations
- Works with websites for ad changes, new and renewal of subscriptions
- Works with owners on creating welcome manuals and ad content
- Keeps contact/property information updated within ACS systems
- Deals with ongoing guest communications including ensuring the delivery on a soft copy of welcome manual
- Fields guest emergency calls/emails
- Generates quotes for guest bookings
- Communicates with owners about guest feedback or special requests
- Manages guest deposit refunds
- Inspects work of cleaners and condition of homes on a frequent basis
- Creates cleaning/exit lists for homes, updates them periodically when needed
- Track and submit expenses to bookkeeper

Job Requirements:

- Must have a valid driver's license and valid driver's insurance
- Excellent grammar, spelling and communication skills; analytical thinking and highly detail-oriented
- Must be capable of working independently as well as with vendors, owners and our team
- Must be flexible and willing to learn in all instances about the vacation rental and hospitality industries; excellent interpersonal skills and be "nimble minded"

Job Details:

- Day Shift; Part-time; days and hours vary
- Potential for Full-Time in the summer
- Wage: min. \$13.50 to max. \$ 14.00 with potential for growth

Apply:

All interested job seekers, please apply with your resume on workforce253.com.

**Vacation Rental
Coordinator needed!**

**Hiring for Part-Time in
Gig Harbor, WA**

**Wage: \$13.50 to
\$14.00/hr**

APPLY:

**Please apply with your
resume on
workforce253.com**

QUESTIONS:

**Contact Recruiter
Anna Moretti**

Anna.Moretti@rescare.com

