



*Build Blocks Strong Blocks*

## OFFICE AND LEASING ASSISTANT

**We're Ready to Grow and you can help! Strong Blocks is creating a new, ground-floor opportunity for a confident person with a passion for excellence in real estate leasing and building community.**

How would you like to join a small, enthusiastic team that works to improve the lives of our central-city neighbors in Milwaukee? Where your passion and persistence will be appreciated and rewarded? Where there is plenty of opportunity for personal and career growth and advancement?

Strong Blocks is ready to grow, and we need your help to fulfill our vision to build strong blocks in urban Milwaukee neighborhoods through our 21-month rent to own program. We're looking for a hardworking person who loves to help people, has a warm and friendly manner, and has a deep connection to central city families and neighborhoods on Milwaukee's north side.

Your role will include providing day-to-day office assistance, helping families to apply for our program, reviewing applications, and providing an exceptional level of care for the future and existing residents we serve. You also have a way of paying attention to detail and going the extra mile even as you maximize the number of tasks you can complete and families you can help each day.

People describe you as resourceful, trustworthy, conscientious, "someone who listens well", hardworking, and enthusiastic. You see yourself as a people person that gets things done, and are persistent, with a methodical approach to work.

You are results-orientated, work effectively with little oversight, and enjoy a fast-pace environment. You are about action, wanting to do what it takes and make the decisions needed to move everything forward as far as possible. You are comfortable having a lot on your plate at once. You are quickly able to decide what you should focus on for results. You learn about and adopt new ways to get better.

You are excited to take advantage of this opportunity to learn and grow in ways you never anticipated. You have some experience working in leasing and assisting with office duties- you may have even worked in leasing and office assistance with a residential property manager that managed single-family homes.

You are skilled in working a smart phone, texting, and have good computer skills. Because we serve diverse communities, candidates who grew up, live, went to school, work, and/or frequently visit in and around Milwaukee's near north side neighborhoods including Harambee, Washington Park, Cold Spring Park, Midtown, and Franklin/Arlington Heights are especially encouraged to apply. You are excited that this is initially a flexible schedule that can be as little as 10-20 hours per week, but has the potential and capacity to be a full-time job based on performance and skills.

**IF this sounds like YOU –  
IF you're ready for a new, exciting career of challenge and change –  
IF you have the drive and passion to succeed –  
Please call us TODAY at 414-856-4114**



[strongblocks.com](http://strongblocks.com)

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