



## Property Inspector (Vacation Rentals)—Galveston, TX

Reports to Director of Operations

BeachBox is a premier vacation rental company located in Galveston, Texas. Our business has been growing consistently since 2017 thanks to the efforts of a small group of hard-working, dynamic-thinking, impact-driven individuals. To continue our growth, we are looking to expand our team with like-minded people. The weekly salary range for this Inspection position is \$650—\$700, depending on experience. See below for specific information on other benefits.

### Description:

We are looking to hire a trustworthy and reliable individual to inspect properties throughout our 130+ portfolio of vacation homes. The Inspector will visit homes on a consistent basis to inspect with an approved checklist. Additionally, the inspector will work closely with Guest Services to run necessary items to guests in our homes.

### Roles and Responsibilities:

- Inspect several homes per day to make sure the cleanliness and quality of our homes meet our standards and specifications
- Houses are primarily located on Galveston Island (mostly on the West End) and some in Kemah, San Leon and Surfside.
- Troubleshoot and triage issues found during inspections
- Basic maintenance/honey-do skills preferred
- Should be able to troubleshoot issues with WiFi, Smart TVs, streaming services, and cable.
- Run items to homes when something needs to be added/replaced
- This includes when houses are occupied by guests, so should be comfortable interacting with guests.
- Assist furnishing/decor team with the following:
  - Meet with Internet service providers at homes for WiFi/cable setup
  - Meet delivery services at homes for large deliveries, like furniture
  - Bring packages delivered outside of a home inside for safekeeping
  - Run items from our office to a home
  - Maintain inventory at our Galveston West End housekeeping storage unit
  - Count inventory on a weekly basis
  - Replenish stock, as needed

### Requirements — Tools:

- Smart phone necessary, iPad or computer a plus
- Google Docs Suite
- Pick-up truck or SUV highly preferred to always have stock of inspection supplies on hand and be able to move a lot of items from one location to another.



### Requirements — Skills:

- Must have excellent communication skills with quick response times
- Strong organizational skills and task-oriented
- Prior experience working in customer service (travel/vacation rental industry preferred)
- Positive “can do” attitude
- Must be comfortable with technology and online tools
- Ability to work independently, as well as in a team environment

### Requirements — Location/Availability:

- This is a full-time hospitality position that will require someone with a flexible lifestyle. Schedule is Monday-Friday during the day, shifts may vary but typically 6-8 hours. The position also requires being on call after hours and weekends as you are the “go-to person” to go to a home on short notice if an item needs to be brought there or someone needs to be met there ASAP. Therefore, location in Galveston preferred, but not required.
- Will require a lot of daily driving in Galveston and going to Kemah, San Leon and Surfside two times per month.
- Will require a lot of hours and commitment during busy season (May-August)

### Job Requirements:

- Ability to lift 50+ lbs.
- Valid Driver’s License
- Willingness to travel.
- Holiday & Weekend availability.

This is a full-time, seasonal position. Please upload your résumé to [staybeachbox.com/careers](https://staybeachbox.com/careers)