WORK VAPOR

Job Link: https://workvapor.in/jobs/customer-support-representative-property-management-analyst-remote/

CUSTOMER SUPPORT REPRESENTATIVE, PROPERTY MANAGEMENT ANALYST – REMOTE

BASE SALARY

INR 10000 - INR 25000

DESCRIPTION

Job Title: Customer Support Representative / Property Management Analyst
Handle client communication, coordinate tasks, and support property operations for U.S.-based clients.

Organization: AcreBook
Location: Remote (Work From Home)
Employment Type: Full-time, Permanent
Salary: ?10,800 – ?25,000 per month
Contact: Email – sales@acrebook.com

About Company

AcreBook is a PropTech and real estate services company that supports property managers, brokers, and investors in the U.S. The company focuses on delivering efficient operations, accounting, and property management solutions.

Job Overview

This role involves working closely with tenants, vendors, and property managers to ensure smooth daily operations. It is ideal for detail-oriented candidates who can manage multiple tasks and communicate professionally in a remote setup.

Key Responsibilities & Role Details

- Handle tenant and client communication via calls, emails, and CRM systems
- Coordinate maintenance requests with vendors and tenants

- Assist in leasing processes (applications, follow-ups, documents)
- Support property marketing and listing updates
- Maintain records in property management systems
- Track work orders, service tickets, and leasing pipelines
- Follow up to ensure timely issue resolution

Eligibility & Skills Required

- 1–3 years of experience in customer support or operations
- Strong English communication (written & verbal)
- High attention to detail and organizational skills
- Ability to multitask and manage priorities
- Comfortable in client-facing roles
- Ability to work independently

Preferred Skills (Bonus)

- Experience with tools like AppFolio, Buildium, or Yardi
- Background in real estate or property management
- Knowledge of CRM or ticketing systems

Work Setup Requirements

- High-speed internet connection
- Personal laptop or desktop
- Quiet and professional workspace
- Availability during U.S. business hours

Perks & Benefits

- Work with international (U.S.) clients
- Skill growth in property management
- Structured career growth opportunities
- Remote work flexibility

How to Apply

Send your resume + Video BIO (Google Drive link) to: sales@acrebook.com

Your video (max 5 minutes) should include:

- Introduction about yourself
- Why you are a good fit
- Education & experience
- Current job status & notice period
- Current & expected salary
- Confirmation of laptop, internet & workspace

HIRING ORGANIZATION

AcreBook

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 25, 2026