

Turnover Operations Coordinator

Compensation: \$20/hour + mileage reimbursement

Schedule: 20–25 hours per week (flexible schedule with hours expected to increase as business grows)

Employment Type: 1099 Independent Contractor

Position Summary

The Turnover Operations Coordinator serves as the primary liaison between L&L Property Group, property management teams, and turnover contractors. This role oversees all aspects of apartment turnover projects, including move-out inspections, scope development, material staging, contractor coordination, scheduling, quality control, and final reporting. The coordinator is responsible for ensuring units are completed on schedule, meet established quality standards, and are fully prepared for incoming residents.

This position requires regular travel between apartment communities throughout the Indianapolis metropolitan area. Mileage reimbursement is provided for approved business-related travel.

Primary Responsibilities

Unit Turn Coordination

- Serve as the primary point of contact for turnover contractors, assigning projects, communicating schedules, clarifying scope of work, and addressing questions throughout the turnover process.
- Coordinate and oversee unit turnover projects from move-out through final completion.
- Monitor project timelines and ensure contractors begin and complete work according to schedule and property move-in deadlines.
- Coordinate contractor follow-up visits as needed to complete outstanding punch-list items.

Inspections & Scope Development

- Conduct move-out inspections and walkthroughs to determine the scope of painting, cleaning, glazing, and punch work required for each turnover.
- Document turnover requirements and communicate project expectations to contractors.
- Complete final inspections alongside property staff to identify any remaining deficiencies before unit delivery.

Materials & Inventory Management

- Gather and stage required materials from property maintenance shops prior to contractor start dates.
- Coordinate with property maintenance teams to replenish materials and supplies as inventory levels become low.
- Monitor paint inventory at assigned properties and proactively communicate ordering needs to ensure adequate stock is available.

Reporting & Documentation

- Maintain accurate records of turnover projects, including work completed, materials used, and project status.
- Prepare and submit final turnover reports for each unit, including scope completed and bill of materials utilized.
- Communicate project updates and completion status to property management teams and L&L leadership.

Qualifications

Required

- Fluent in both English and Spanish.
- Reliable personal vehicle and valid driver's license.
- Strong organizational and time-management skills.
- Ability to work independently and manage multiple projects simultaneously.
- Strong communication and problem-solving abilities.
- Comfortable walking occupied and vacant apartment communities, maintenance shops, and construction-style environments.

Preferred

- Experience in property management, maintenance coordination, construction management, or project coordination.
- Familiarity with apartment turnovers, painting, cleaning, maintenance, or renovation projects.
- Comfortable using smartphones, Google Workspace, spreadsheets, and project tracking software to document and communicate project status.

Schedule & Work Environment

This position offers a flexible schedule, with work hours determined by unit turnover schedules and property needs. Most work is performed on-site at apartment communities throughout the Indianapolis area, with some administrative and reporting tasks completed remotely.

How to Apply

Interested candidates should send an email with their resume and relevant experience to jlozano@llpropertygroup.com.

We hope to hire this position to start as soon as possible. This role offers significant growth potential as L&L Property Group continues expanding its property management and turnover operations. The position may evolve into a full-time operations role for the right candidate.