

Position: Courier/Handyman

Location: Cumming, GA

Posted: 04/21/2026

Courier/Handyman

Courier/Handyman position available with Crye-Leike Property Management in the Cumming, GA Commercial office. This position is part-time 29 hours or less a week.

Job Duties

- Pick-up and delivery of incoming/outgoing and interoffice mail for branch offices in Cumming and surrounding Metro Atlanta areas
- Office reconfiguration - Moving desks and other furnishings in offices
- Hanging pictures and wall decorations.
- Changing light fixtures, ballasts, and light switches
- Other light upkeep and repairs
- Install and remove real estate signs.
- Make property inspections as needed, check for debris, landscaping, water leaks, damage, etc.
- Remove debris from parking lots as needed.
- Oversee Fire and Life Safety inspections, assist with scheduling.
- Assist with obtaining estimates from outside contractors, and vendors.
- Meet and open doors for contractors, tenant prospects and others locations.
- Painting, drywall repair, and changing ceiling tiles
- Deliver and Install lock boxes
- Other Handyman services as needed.
- Maintain activity log sheet, assist with vendor set up and invoice processing

Qualifications

- Climb/step-up into a truck cab
- Grip, lift, push, pull, and carry wheeled, plastic bins over, up and down inclines, stairs, changes in walking surfaces and elevations
- Lift at least 40 lbs
- Walk, stand and sit for extended periods of time
- Operation of a vehicle
- Using maintenance tools/equipment as needed
- Must have a driver's license and a good driving record
- Be able to pass a pre-employment background check
- Demonstrate safe and efficient driving skills
- Strong customer service and verbal communication skills

About Crye-Leike® Property Management

Atlanta Property Management services are available through Crye-Leike® Property Management. We offer management for residential and commercial properties, as well as homeowner's association management services. Property Management services are available throughout the Atlanta suburbs, including areas such as Alpharetta, Duluth, Cumming, Decatur, Marietta, McDonough, Roswell, Sandy Springs and Woodstock.

To Apply:



Current Job Openings

www.crye-leike.com/careers

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<https://www.ziprecruiter.com/job/3c43d0a1>

Crye-Leike® Property Management is an Equal Opportunity Employer.