



**REAL ESTATE
GROUP, INC.**

DSI Real Estate Group has been successfully managing residential and commercial properties in the Madison market for over 30 years by never losing sight of what actually makes our company successful – **our communities and our employees**. We strive to create a helpful environment, responding to our residents needs efficiently and with outstanding customer service.

Architectural Control Coordinator

As an Architectural Control Coordinator, you will work closely with the Vice President and Associations Manager to facilitate the review and approval of homeowner architectural control requests. This includes but is not limited to responding to incoming requests by providing guidance, in accordance with the neighborhood's Covenants, Conditions and Restrictions, as well as creating approval and/or denial letters. The successful candidate will possess strong attention to detail, superior customer service skills along with the proven ability to manage multiple priorities and provide consistent follow-through. Candidates must have a valid WI driver's license, clean driving record and a reliable personal vehicle. High school diploma or equivalent with a minimum of two years of administrative experience is required.

Assistant Commercial Construction Manager

As an Assistant Commercial Construction Manager, you will assist in coordinating and supervising onsite construction activities under the direction of the Commercial Construction Manager. The successful candidate will possess strong attention to detail, superior customer service skills along with the proven ability to manage multiple priorities and provide consistent follow-through. Candidates must have a valid WI driver's license, clean driving record and a reliable personal vehicle. A bachelor's degree in construction management or equivalent or a year of previous commercial or multi-family construction experience is required.

For more information about DSI Real Estate Group, please visit our website at www.dsirealestate.com.

To apply for any of our open positions, please do one of the following:

1. E-mail your resume and letter of interest to hr@dsirealestate.com
2. Fax your resume and letter of interest to our human resources team at 608.226.0600
3. Mail your resume and letter of interest to us at:
DSI Real Estate Group; Attn: Human Resources; 100 River Place, Suite 1,
Madison, WI 53718

DSI Real Estate Group is an Affirmative Action and Equal Opportunity Employer.