CORPORATE QUARTERS

10912 Murdock Drive | Knoxville, TN 37932

865.675.3146
www.KnoxCorporateApts.com

Job Title: Quality Control Inspector
Company: Corporate Quarters, Inc.
Location: Knoxville, TN
Employment Type: Full-Time

About Us:
Corporate Quarters, Inc. is the premier provider of corporate housing in the East Tennessee area. Founded in 1994, we specialize in offering short-term and long-term furnished accommodations for corporate clients, individuals, insurance claims, traveling medical professionals, and military relocations.

Job Summary:
As a Quality Control Inspector, you'll play a vital role in maintaining our commitment to excellence by ensuring each fully furnished home meets our high standards for cleanliness, functionality, and comfort. This role involves cleaning/inspecting units before client move-ins, documenting any repairs or maintenance needed, and coordinating with our vendors and teams to ensure a seamless experience for our guests.

Key Responsibilities:

- Clean, inspect and reset each unit for readiness prior to guest occupancy.
- Document maintenance needs or repairs and communicate them promptly to management.
- Check appliances, furniture, and fixtures to ensure they are in good working order.
- Perform regular inventory checks to confirm that each unit is fully equipped.
- Ensure company standards are met or exceeded, identifying areas for improvement as necessary.
- Provide feedback and recommendations to improve unit presentation and guest experience.
- Warehouse duties include (but are not limited to) inventory control, washing, drying, folding and putting away laundry, stocking company vehicles, cleaning warehouse, assembling furniture, donation runs.
- Delivering items to guests and meeting vendors for cable/utility needs.
- Pick up orders and supplies for inspections and warehouse.

Qualifications:

- High school diploma or equivalent.
- Strong attention to detail and commitment to quality.

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- Excellent communication skills and ability to work independently and part of a team.
- Valid driver's license and reliable transportation.
- Ability to pass background check and driving record check.
- Ability to lift 50+ pounds and climb stairs.
- Prior experience in corporate housing, quality control, hotel housekeeping, property management, or hospitality is a plus.
- Ability to handle small maintenance tasks if necessary.

Compensation and Benefits:

- Competitive salary
- Health, dental, and vision insurance
- 401(k) plan available
- Paid time off and holiday pay

How to Apply:
Interested candidates can submit their resume and a cover letter detailing their relevant experience to aporter@corporatequarters.net or call 865-675-3146 for more information.