



Inventory Specialist

Location: Houston, TX

Type: Contract

Compensation:

- Rate: \$25/Hr
- Hours: 30/week
- Travel stipend: \$500/Month
- Term: 1 year

Benefits: N/A

About Houston Land Bank (HLB):

Houston Land Bank (HLB)'s main mission is to acquire vacant, tax-forfeited, and other deteriorated properties in the City of Houston and facilitate its redevelopment back into productive use. Organized in 2000 as the Land Assemblage and Redevelopment Authority (LARA), HLB was renamed in 2018 and positioned to become an innovative land bank serving Houston. HLB is a key instrument for further neighborhood revitalization for the City, supporting home ownership and neighborhood-based revitalization strategies. The Board of Directors is comprised of representatives from the City of Houston, Harris County, and the Houston Independent School District.

The organization is currently involved in a variety of programs, some of which sell properties directly to builders, and others in partnership with the City who are building single family homes on the lots. Both programs require a significant presence in the communities overseeing the work, and the properties.

Position Summary:

Reporting to the Director of Operations, the Inventory Specialist will manage and maintain HLB's property portfolio, including vacant land and improved lots. This role ensures properties are secure, presentable, accurately tracked, and ready for sale, lease, or development in alignment with HLB's mission.

The ideal candidate is detail-oriented, tech-savvy with database systems, experienced with fieldwork, and capable of coordinating with vendors and the public. This role involves regular site visits, property condition documentation, and hands-on issue reporting.





Key Responsibilities:

Property Inventory Oversight & Field Operations

- Conduct routine inspections of all properties vacant and improved for cleanliness, squatters, loitering, encroachments, and general upkeep
- Physically access properties regularly and report findings through HLB's asset platform (ePP); flag and follow up on issues during team check-ins
- Maintain and update property records including access logs, maintenance schedules, key exchanges, and inspection reports

Maintenance Coordination

- Oversee lawn care, utility checks, alarm installations, and general upkeep at improved properties
- Coordinate and contract vendors for repairs, landscape, and maintenance needs
- Spot-check and review contractor invoices for accuracy and service validation

Security & Emergency Response

- Ensure properties are secure, alarms active, entry points locked, and access limited to authorized personnel
- Respond to alarm notifications, assess damage, and notify law enforcement or appropriate responders

Property Readiness & Builder Coordination

- Prepare lots for marketing and sale by confirming accessibility, visual condition, and documentation accuracy
- Attend site visits, construction milestone checks, and walk-throughs for properties in programs like NHDP and Traditional
- Represent HLB in key exchanges and warranty review processes to protect property interests

Community & Broker Engagement

- Act as a public-facing representative for HLB in neighborhoods, responding knowledgeably to resident inquiries on-site
- Work with real estate agents and builders to coordinate access and ensure smooth transitions post-disposition

Skills & Qualifications:

- 3–5 years of experience in property, asset, or facilities management





- Working knowledge of construction systems, building maintenance, and field-based operations
- Proficiency in data entry, logs, and database systems
- Strong organizational skills with attention to detail and ability to multitask
- Excellent communication and interpersonal skills
- Valid driver's license, insurance, and reliable personal vehicle required

Premium Skills:

- Experience with affordable housing or land banking
- Fluency in a second language and/or experience in multilingual communities

To Apply:

Submit your resume and cover letter via [Indeed](#).

The search will continue until the position is filled.

Target start date: August 4th, 2025