How to apply for a job at Entrata Software

Introduction

Entrata is a leading provider of property management software, known for its innovative solutions and dynamic work environment. This document provides a step-by-step guide on how to apply for a job at Entrata Software, ensuring you navigate the application process smoothly.

Step-by-Step Guide

1. **Visit the Entrata Careers Page**

2. **Search for Job Openings**

   - On the Careers page, you will find a list of current job openings.

   - Use the search bar to filter jobs by keywords, location, or job category.

   - Browse through the job listings and click on the title of a job that interests you to view the job description and requirements.

3. **Review Job Descriptions**

   - Carefully read through the job description to understand the responsibilities, required qualifications, and skills.

   - Ensure that your experience and skills match the job requirements.

4. **Prepare Your Application Materials**

   - Update your resume to highlight relevant experience and skills.

   - Prepare any additional documents that may be required, such as a portfolio, references, or certifications.

5. **Submit Your Application**

   - Click the "Apply Now" button on the job listing page.

   - You will be redirected to the application form. Fill out the form with your personal information, contact details, and any other required fields.

   - Upload your resume, cover letter, and any other necessary documents.

   - Review your application to ensure all information is accurate and complete.

   - Click the "Submit" button to send your application.

See below for visual references to help guide you through the application process as needed:
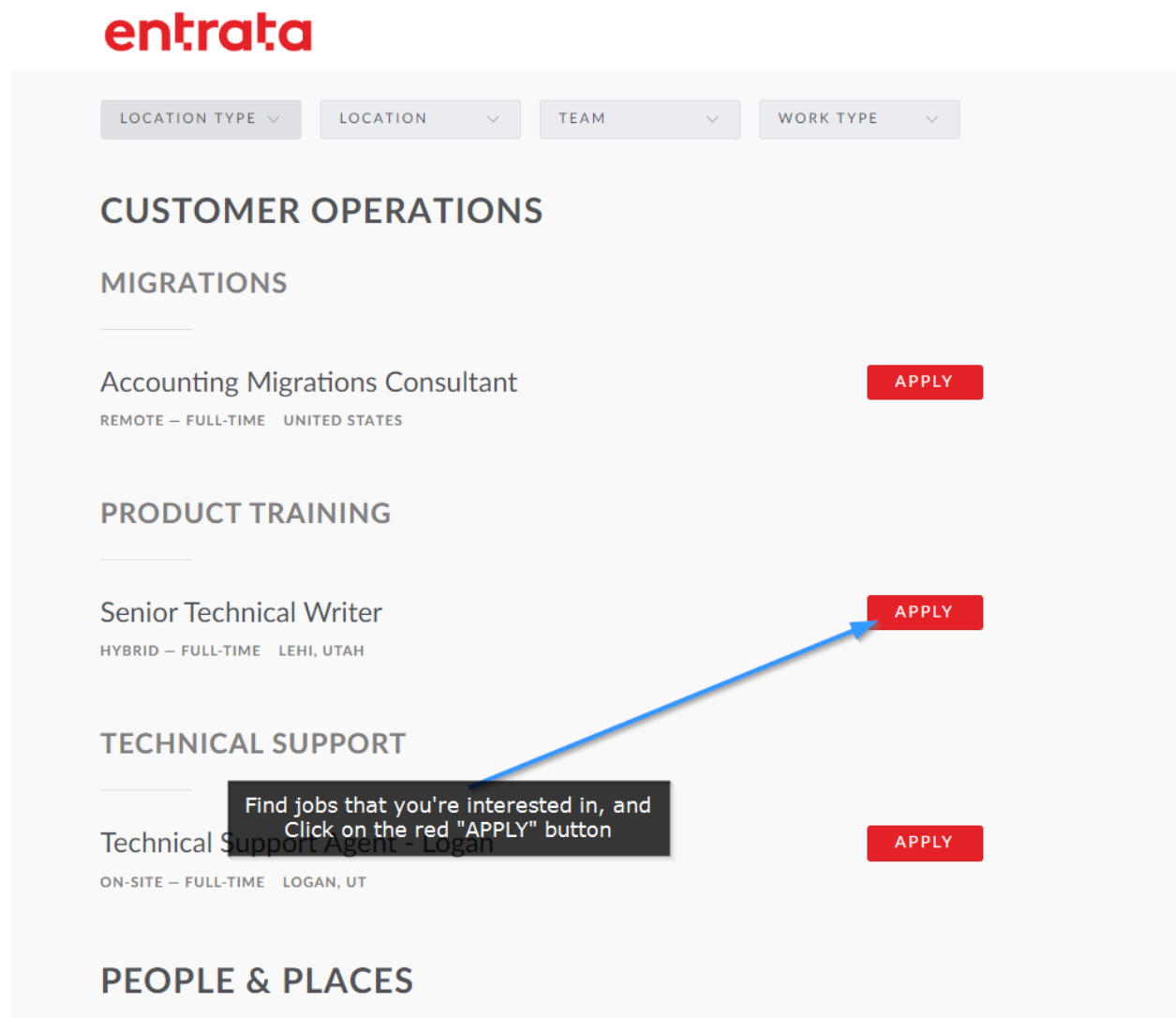
Step 1 | If the careers link above doesn't work, you can navigate to entrata.com, scroll to the bottom, and click on "Careers" as shown:
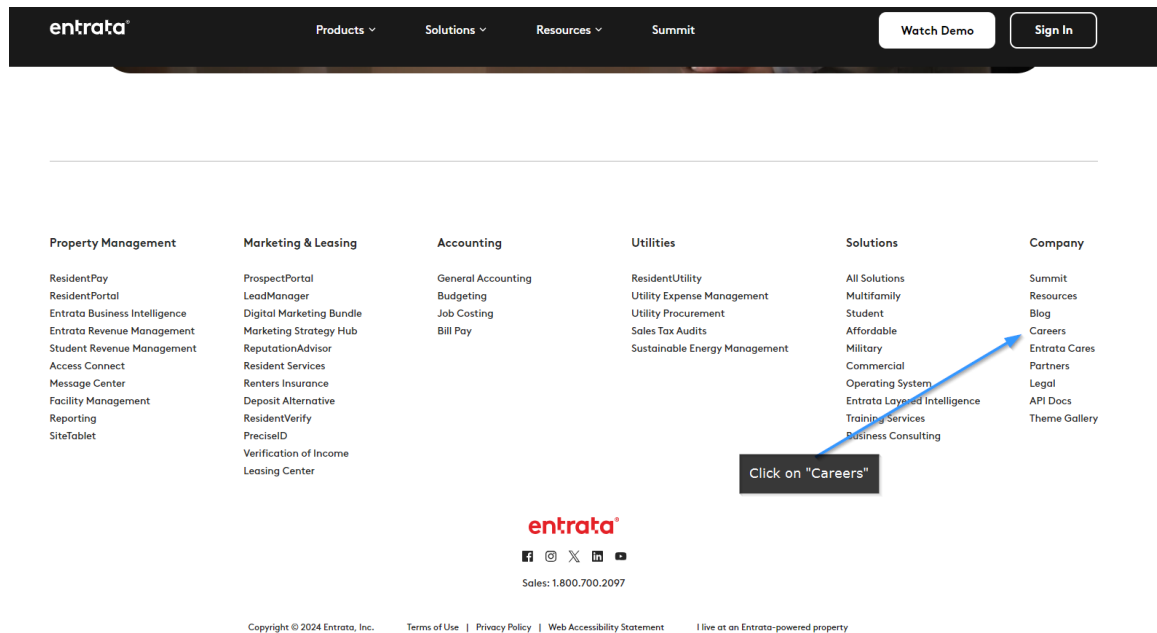
Step 2 | Once on the Careers page, click on "Search Jobs" as shown:
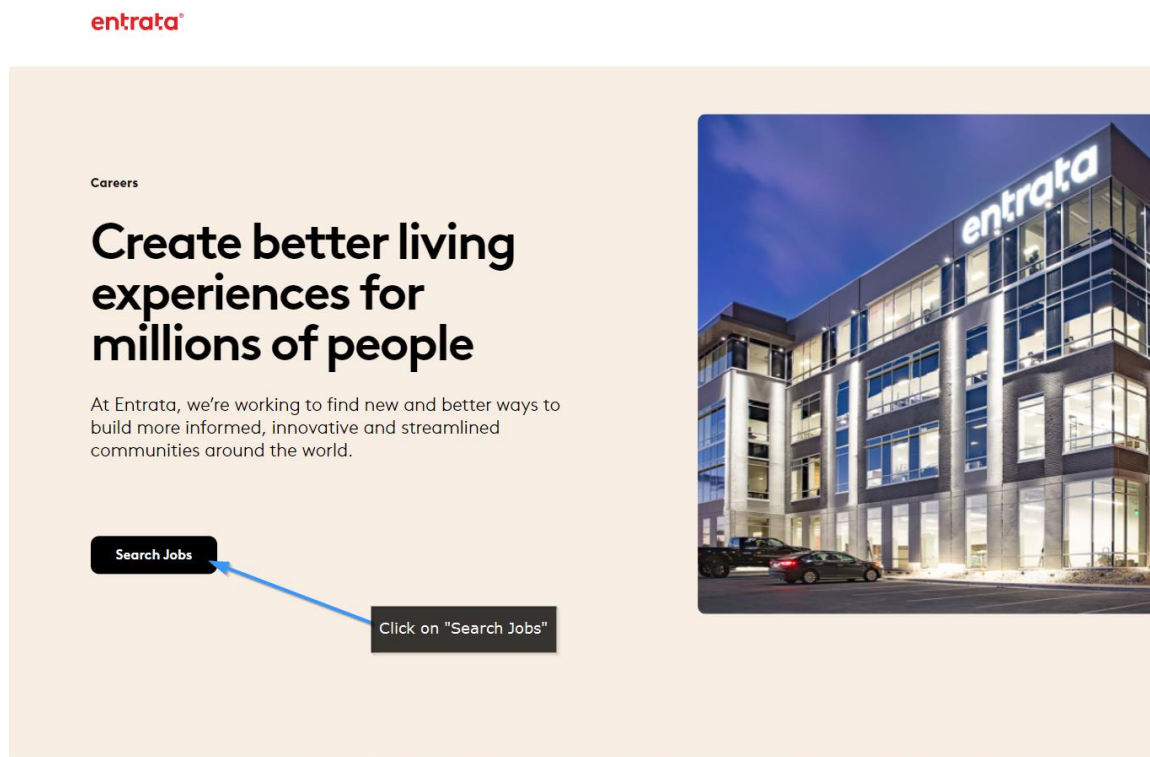
Step 3 | Once you've found a role that may be a good match, click "APPLY" to get more info as shown:

Step 4 | Take some time to carefully review the job description and compare it against your skills and background to make sure that it is a good match.

Step 5 | Prepare materials for the role, such as Resume, with relevant skills and experience to the role outlined, as well as a cover letter if desired, and any other certifications or documentation.

Step 6 | Once all of your documentation is prepared, click "APPLY FOR THIS JOB" as shown:

(See next page for visual)

entrata

Family-centric leave policies supporting new parents during significant life events.

Entrata Cares programs offering **opportunities for volunteerism, charity events, and giving back to our community**.

Exclusive Previ cell phone plan and discounts on services or local business partnerships for additional employee benefits.

Bi-annual **swag drops** for employees

> Read the description carefully to ensure a quality match, and then click "APPLY FOR THI S JOB" at the bottom of the page

...aren't just intelligent and ambitious, they're the living embodiment of ...Collaboration." Entrata is dedicated to creating a workplace where a ...team thrives in an environment free from discrimination. We provide equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, protected veteran status, or any other applicable characteristics protected by law.

It's a great place to work! Will you join us?

APPLY FOR THIS JOB

Step 7 | Finally, attach your resume and other documentation, fill out all requested information, and click on "SUBMIT APPLICATION" as shown:

U.S. EQUAL EMPLOYMENT OPPORTUNITY INFORMATION (Completion is voluntary and will not subject you to adverse treatment)

Our company values diversity. To ensure that we comply with reporting requirements and to learn more about how we can increase diversity in our candidate pool, we invite you to voluntarily provide demographic information in a confidential survey at the end of this application. Providing this information is optional. It will not be accessible or used in the hiring process, and has no effect on your opportunity for employment.

Gender   Select ...

Race (i)   Select ...

Veteran status Select ...

SUBMIT APPLICATION