

# **Assistant Property Manager (+light maintenance duties) (Olympia/Tumwater)**

Assistant Property Manager - part-time (with some minor maintenance experience desired)

Hours: 25 - 30 hours p/week

Location: Money Saver Storage - Olympia

Are you looking for a challenging but rewarding career change? If so, the storage/property management industry may be perfect for you! We will train you on everything you need to know to do the job right!

We are a locally owned and operated property management company that has been providing property management service for over 30 years! With our continuous growth, we're looking to hire people who are in search of a rewarding career and want to join a winning team!

We are currently seeking a **Part-Time Assistant Manager** with great customer service and minor maintenance skills for a self-storage facility in Olympia!

If you are self-motivated, and have experience in any of the following, we want to talk to you!

- Minor Maintenance experience
- Property Management
- Customer service experience
- Retail sales experience

Responsibilities include minor maintenance work throughout property (light bulbs, leaf blower, painting, etc) and capable of working outdoors and indoors. Office duties include responding to phone inquiries, show/lease units, cover manager during lunch breaks, maintain facility including clean hallways, doors and vacated spaces as needed, schedule use of moving truck for tenants and process truck rental paperwork.

## **Qualifications:**

1-3 years of experience in retail sales, apartment management, self-storage, sales or customer service. Proficient in Microsoft Office, Excel and Outlook.

**Schedule:** Sun/Mon, Wed + additional weekday; minimum 24 hours p/week up to 30 hours.

On occasion must be willing to work additional days for manager if needed to cover sick/vacation, or help out at other locations nearby (Olympia, Tumwater).

**Compensation:** \$15.50 - \$17.00 Hr + Bonus Potential; Paid sick leave.

Background Check prior to start

Reliable transportation and valid driver's license required.

To Apply:

Please include a resume, and use "**Money Saver Olympia**" in the subject line.

**Equal Opportunity Employer**