

### **Assistant Manager/Customer Service - P/T (30+hrs week) -**

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!

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

#### **-Property maintenance – 25% of job duties**

-Customer service experience

-Apartment leasing experience

-Retail sales experience

The ideal candidate will always maintain a welcoming property, recommend storage solutions to our customers, provide stellar customer service and possess strong administrative skills. This role requires some office and computer experience. This is a part-time position with a strong, stable company. 1-3 years of maintenance experience required; and, customer service, sales or property management preferred.

#### **Maintenance duties include – 25% primary duties**

\* Assist with the maintenance of the storage facility including minor plumbing and electrical.

\*Light grounds keeping including picking up litter; lay beauty bark/mulch; blow leaves; de-icing parking/walkways as needed; clean office roof/gutters (1 x year)

\* Maintain facility, clean hallways, doors, and vacated spaces as needed.

\* Keep the property and office clean and organized. Includes mop or sweep hallways, pick up trash in parking areas as needed, and cleaning out units.

\*Be prepared to deal with inclement weather

\*Provide outstanding customer service at all times, and be available for emergencies

\* Additional tasks as required.

#### **Administrative duties may include –**

\* Open and close the office each day in a timely manner

\* Show and rent spaces

\* Executes all documents associated with leasing

\* Maintain office files; assist in the preparation of reports

\* Answer telephone/email inquiries and provide administrative assistance to tenants.

\* Control delinquency through phone contact and letters as necessary

\* Stock and sell locks and other merchandise

\* Schedule use of moving truck for tenants and process truck rental paperwork

Typical schedule would include working Sunday, Monday and another 3 days during the week. On occasion must be willing to work additional days for manager if needed, or help out at other locations nearby.

Compensation: \$13.00 to \$14.00 Hr + Potential Bonus

Reliable transportation and valid driver's license required.

Come join one of the largest regional self-storage management companies with properties throughout the Pacific Northwest!

**To Apply:** Please reply to this ad with your resume attached in Word Doc. Please use "MS Gresham" in email heading!

Job Type: Part-time

EOE