

## **Assistant Property Manager - P/T (3 days week; 20-25 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!

- Retail sales experience
- Customer service experience
- Apartment leasing experience
- Light property maintenance

**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 customer service, sales or property management preferred.

### **Duties include:**

- Provide outstanding customer service at all times
- 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
- Assist with the maintenance of the storage facility. 20-25% time outdoor duties, including cleaning out units.
- Answer telephone/email inquiries and provide administrative assistance to tenants.
- 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.
- Control delinquency through phone contact and letters as necessary
- Stock and sell locks and other merchandise
- Other duties as assigned

Must be available to work Sunday, Monday, and Thursday schedule. On occasion must be willing to work additional days for manager as needed.

### **Compensation:**

Pay \$12.50 - \$13.00 Hr DOE + Potential Bonus

Reliable transportation and valid driver's license required; Employment is contingent upon successful completion of background screening.

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.  
Please use "Highland Hill Self-Storage" in email heading!

Equal Opportunity Employer