

## **Assistant Property Manager - part-time**

Hours: 24-30 hours p/week

Location: **On Guard Storage - Tumwater**

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!

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 is a part-time position with a strong, stable company.

### **Qualifications:**

\*1-3 years of experience in retail sales, apartment management, self storage, sales or customer service.

\*Proficient in Microsoft Office, Excel and Outlook.

Responsibilities include

- \* Provide outstanding customer service at all times
- \* Open and close the office each day in a timely manner
- \* Show and rent spaces
- \* Answer telephone/email inquiries and provide administrative assistance to tenants
- \* Maintain facility, clean hallways, doors and vacated spaces as needed
- \* Control delinquency through daily communication with customers.
- \* Stock and sell locks and other merchandise
- \* Schedule use of moving truck for tenants and process truck rental paperwork

**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, Lacey).

**Compensation:** \$13.00 - \$14.00 Hr + Bonus Potential; Paid sick leave.

Background Check prior to start

Reliable transportation and valid drivers license required.

### **To Apply:**

Please include a resume, and use "OG Tumwater" in the subject line.

**Equal Opportunity Employer**