

We are seeking an assistant manager with great customer service, sales and organizational skills to join our team!

**Assistant Manager** for Self Storage Property located in Downtown Seattle, WA 98101

Part-time: (32 hours per week) - **Free on-site parking!**

#### Company Overview

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!

#### Responsibilities

- Customer service and sales are a top priority! Maintain store appearance, product presentation and storage area cleanliness.
- Create and establish tenant relations through leasing, customer billings and accounts, preparing reports, maintaining tenant compliance with property policy.
- Drive, rent and maintain successful truck rental business.
- Accounting duties including tenant rent collections, late notices, daily accounting reconciliation and cash management.
- Work closely with store manager, regional supervisor and corporate departments regarding leasing, operations, accounting and financial performance.

#### Skills and Qualifications:

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

Must have a flexible schedule to work weekends.

#### Compensation:

14.00 Hourly DOE; plus nice potential bonus!

Part-time 32 hours per week - **Free on-site parking!**

#### To Apply:

Attach resume/cover letter in Word/PDF or cut and paste only.  
Please include "Seattle Vault - Asst. Property Manager" in the subject line.

Equal Opportunity Employer

Job Type: Part-time