

Asst. Property Manager - P/T (3 days week; 20-25 hrs/week) - Self Storage (Gresham)

compensation: **12.00 – 13.50 Hr + Potential Bonus**

employment type: **part-time**

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
- Property maintenance - 20-25% outside primary office duties

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 doing outside 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

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

Typical schedule would include working Sunday, Monday, and another day during the week.

On occasion must be willing to work additional days for manager if needed, or help out at other locations nearby.

Pay \$12.00 - \$13.50 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 or cut and paste only.

Please use "Gresham - Self Storage" in email heading!

Equal Opportunity Employer