

We are seeking an **Assistant Property Manager** for our location in Woodinville, WA

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.

1-3 years of customer service, sales or property management preferred.

Job description includes (but not limited to):

- * 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 phone contact and letters daily
- * Stock and sell locks and other merchandise
- * Schedule use of moving truck for tenants and process truck rental paperwork

This position is a part time position - sample schedule:

Sunday 12:00pm - 5:00pm; Monday's 9:30am -6:00pm; Plus one extra 8 hour day.

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

Pay \$13.00 - \$14.00 Hr + Potential Bonus

Background Check prior to start

Reliable transportation and valid driver's license

To Apply -

Please reply to this ad with your resume attached in Word Doc.

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

EOE