

## **Assistant Property Manager - Part-Time**

## **Eastside Storage - Bremerton**

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!

We are seeking an Assistant Property Manager with great customer service, sales and organizational skills to join our team in Bremerton, WA.

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 and not limited to:

- \* Provide outstanding customer service at all times
- \* 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.
- \* 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, marketing, accounting and financial performance.
- \* Show and rent spaces
- \* Answer telephone/email inquiries and provide administrative assistance to tenants
- \* Maintain facility, clean hallways, doors and vacated spaces as needed
- \*Must be willing to work additional days to support the manager during vacation and sick fill in hours, including emergencies as needed.

This position is a 20 hour/week, Part-Time position, Monday - Friday, from 3pm - 7pm.

Pay \$12.00 Hr

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 or cut and paste only.

Please use "Eastside Storage - Bremerton" in email heading!

EOE