

Assistant Property Manager - P/T (5 days week/25+hrs week) - Self Storage

(Multnomah County/east Portland area, OR)

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!

- Property maintenance – 80% of job duties
- Customer service experience
- Apartment leasing experience
- Retail sales experience

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 maintenance experience required; and, customer service, sales or property management preferred.

Maintenance duties include – 80% primary duties

- * Assist with the maintenance of the storage facility including minor plumbing and electrical.
- * Light grounds keeping including picking up litter; lay beauty bark/mulch; blow leaves; de-icing parking/walkways as needed; clean office roof/gutters (1 x year)
- * 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, and cleaning out units.
- * Be prepared to deal with inclement weather
- * Provide outstanding customer service at all times, and be available for emergencies
- * Additional tasks as required.

Administrative duties may include – 20% and back up as needed

- * 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
- * Answer telephone/email inquiries and provide administrative assistance to tenants.
- * 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 3 days during the week. On occasion must be willing to work additional days for manager if needed, or help out at other locations nearby.

Compensation: \$12.50 - \$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. Please use "Maintenance - Storage" in email heading!

Job Type: Part-time