

**Premier Storage Issaquah** is seeking an **Assistant Property Manager** - room for growth, with PT and FT hours available!

Premier Storage is proud to join the thriving community of Issaquah with their brand new Class "A" self storage building! Possibility for full-time due to our continued growth and success!

We are seeking a **part-time Assistant Property Manager** with great marketing skills who is able to connect with the local community through their enthusiasm for customer service, and to help lead an onsite team in the lease up and operations. We will train you on everything you need to know to do the job right!

**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.

Duties include customer rent collections, late notices, daily accounting reconciliation and cash management 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.

Problem solving and time management skills

**Qualifications:**

1+ years of experience in retail sales, apartment management, self storage, sales or customer service.

Proficient in Microsoft Office, Excel and Outlook.

**Compensation:**

16.00 - 17.00 Hourly DOE; plus nice potential bonus! Paid sick leave

**Hours:** Part-time, Sun/Mon + one additional 8 hour day per week -- up to 24 hours p/week.

Background Check prior to start

Reliable transportation and valid driver's license

The property is managed by Storage Partners, one of the largest regional self-storage management companies with properties throughout the Pacific Northwest. We look forward to the right fit to join our team of dedicated positive thinking storage professionals.

We are a locally owned and operated property management company that has been providing property management service for over 30 years!

**To Apply:** Please apply here, or via our website ([www.storagepartners.com/employment opportunities](http://www.storagepartners.com/employment%20opportunities)) by uploading your resume. Please include "Issaquah Storage - Asst. Property Manager" in the subject line.

**Equal Opportunity Employer**