Assistant Manager at StorWise Self Storage in Yuma, AZ
Job Posting # 4833642 on azjobconnection.gov
Part Time
Pay Rate: $12.80 p/hour

Job Description:

- Knowledge of rental term agreements and policies to create and enter new rental contracts, update existing contracts, schedule move ins/outs, transfer units and enter rental payments by utilizing SiteLink software.
- Operate cash register (handling of cash, credit or checks) to receive rental payments and sales of merchandise, such as boxes, locks, tape and other moving supplies, and keep inventory of merchandise sold updated on paper log.
- Maintain security of facility by operating security cameras, conducting periodic inspections of storage areas to ensure units remain locked, observe individuals entering storage area and to prevent tampering of units by unauthorized persons.
- Assist in preparation of auctions by preparing 1st and 2nd Lien Notice letters (regular and verified mail), emails and phone calls to tenants and generate ad in local newspaper and/or other media and prepare units/facility.
- Utilize time management to schedule daily facility checks, by walking property to check for move outs and to ensure grounds are kept to highest of cleanliness standards, by cleaning units and other general maintenance duties.
- Properly operate and schedule maintenance of equipment: electric golf cart (to show customers storage units), gas golf cart (utility maintenance vehicle), forklift and street sweeper (regularly scheduled facility sweeping).
- Properly monitor landscaped retention basin, entry/exit gates, units and roll up doors, and property for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Correctly use and handle pesticide products/chemicals and their interactions, danger signs, production techniques, and disposal methods following all regulations and OSHA standards in order to apply pesticides.

Job Requirements:

- High School Diploma
- Must pass background check
- Must be able to work outdoors and in extreme weather conditions
- Must be able to lift 40 lbs.
- Fluent bi-lingual English and Spanish preferred

How to Apply:

Call (928) 314-0680 for an appointment between the hours of 9:00 AM – 6:00 PM, Monday – Friday.

Closed between 1:00 PM & 2:00 PM.