

We are seeking to fill **Porter/Assistant Managers (full-time permanent)** positions working with an opportunity for advancement with one of the leading providers of self-storage in the Northern California area. The qualified candidates would be an energetic, outgoing, self-starter, who has excellent sales, marketing and customer service skills.

*This position contributes to facility profitability by developing and maintaining mutually beneficial business relationships and being committed to customer satisfaction. This Manager pays close attention to detail and has general sales, marketing and computer skills.*

### **Responsibilities**

- Responsible for the sales, marketing, occupancy, and delinquency management of the facility
- Provides outstanding customer service including assessing and resolving customer problems and professionally handling telephone and walk-in inquiries
- Shows, rents and cleans self-storage units as well as actively selling and maintaining supplies of moving and packing materials
- Cleans space(s) as vacated, hallways, and grounds as needed. Clean office and restrooms daily
- Maintains a neat, clean, safe and secure facility including minor maintenance and daily lock checks as well as visual inspection daily
- Effectively communicates with management and fellow associates
- Other functional duties as assigned

### **Work Skills**

- Basic Computer Skills are required
- Good organizational and customer service skills

### **Experience & Qualifications**

- Prior self-storage or facility maintenance PREFERRED
- Self-Storage Software Experience is a plus
- General office and telephone skills are preferred
- Ability to pay close attention to detail
- Valid driver's license and reliable form of transportation are required in order to perform essential functions of this job
- Weekend availability is required
- Possess the eagerness and work ethics to succeed in a customer service environment

### **Education**

- High School Diploma is required
- Some college is preferred

### **Physical Demands**

- **Stationary Position:** frequently remains stationary up to 50% of the time and sitting up to 6 hours
- **Move/Traverse:** frequently bend, stand, stoop and/or walk
- **Carry Weight:** infrequently carry weight and/or lift objects (light to heavy) weighing up to 50 pounds

- **Hearing and Speech:** frequently communicates with the ability to hear and talk on a regular basis with clients who have inquiries about their storage accounts, billing invoice or other related account matters; must be able to exchange accurate information in these situations
- **Sight:** frequent use of sight to detect images on a computer, office documents, facility objects near and far
- **Climb:** occasionally ascends/descends a flight of stairs to service the lights and/or reach overhead

### ***Work Environment***

- Frequent outdoor exposure working in outdoor weather conditions
- Noise moderately low
  
- Recognition of Hard Work and Exemplary Performance

### **About Us**

Thomas Management L.L.C. which provides at-will, equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, disability or genetics. Furthermore, Thomas Management L.L.C.. expressly prohibits any form of workplace harassment and discrimination based on race, color, religion, gender, sexual orientation, marital status, gender identity or expression, national origin, age, genetic information, disability, or veteran status in compliance with federal, state and applicable local laws governing employment and labor law in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**To APPLY: Open interviews every Thursday from 1-3pm at NorCal Self Storages, 10608 Industrial Avenue Suite 100, Roseville, CA 95678.**

**Porter/Assistant Mgr - Roseville (Blue Oaks/Hwy65)**