



Moove In Self Storage

Full Time | Property Manager

Moove In Self Storage is seeking a full time Property Manager.

The Business:

Moove In Self Storage (MISS) is a locally owned and operated storage portfolio with locations in Pennsylvania, Maryland, New Jersey, New York and Connecticut. We are growing and expanding into new and existing markets. Learn more at www.moovein.com.

The Environment:

MISS currently employs 18 property managers as well as home office support and management. We strive to maintain a friendly, family-like work atmosphere. At times the work can be hectic and other times very mellow; adaptability is key. MISS employees are team oriented where all colleagues wear many hats and help each other succeed. While business is the priority, colleagues are encouraged to live healthy, balanced lives. We are rapidly growing, and this is an excellent opportunity for the right candidate.

The Role:

As a Property Manager, you will be responsible for the daily operations of an assigned self storage facility within the Moove In Self Storage portfolio of properties. You will represent our company with a positive attitude, willingness to help tenants and customers and the eagerness to learn and do your best every day while presenting yourself in a professional manner at all times.

Specific Duties:

The following are brief descriptions of job responsibilities you will be required to perform. Each procedure and policy will be explained in more detail as you go through the interview process. Upon employment with the company, thorough training will be provided by an experienced property manager and/or the district manager.

Remember that you only get one chance to make a good first impression.

- Implement, follow and enforce any procedures set forth in the Operations, Policy and Procedure Manual on file in the office and any other memo or instruction given to you by your supervisor.
- Operate the facility at its highest and best potential.
- Visually inspect the facility daily, observe and respond promptly to any potential breach of security problems.
- Perform a lock audit weekly.
- Be thoroughly familiar with emergency procedures dealing with fires, criminal activity, accidents, natural or "man-made" disasters, etc.
- Handle all customer inquiries or problems in a timely, courteous manner.
- At Supervisor's direction, assist in the inventory or the content of storage units.
- Train and supervise your assistant manager and/or relief manager to perform all the management duties and policies in your absence.

- Prepare, in a timely and professional manner, such management, marketing, operational or other reports as required or as requested from time to time by your Supervisor, Director of Marketing or the Home Office.
- Make daily bank deposits and deliveries to the Post Office.
- Be responsible for accurate computer accounting records and petty cash funds.
- Follow proper dress attire, good grooming and hygiene habits. Smoking by employees is prohibited in the office and in front of or around any customers.
- The physical condition of the facility is your responsibility. Keep the premises in a neat and clean condition, the grounds free of debris and the landscaped areas free of weeds.
- Prepare, as requested, your marketing/sales plan for the facility (i.e., sales calls, apartment and/or business promotions, seasonal specials, etc.), and implement the plan.
- Participate in training programs or seminars at management's request.
- Perform any other managerial duties which may from time to time be requested by the Company.

We are looking for someone who thrives in an environment of growth, change and creativity with each day being a little different from the last. We're also looking for someone who likes and is capable of working independently. We're looking for someone grounded, operational and organized.

Our ideal candidate will:

- Add energy to every conversation.
- Tell a joke at no one's expense.
- Offer help to the team before being asked.
- Highlight good work from your team members.
- Leave things more organized than you found them.
- Get smarter at your job through training and/or books.
- Figure out what didn't work.
- Surface and highlight difficult decisions.
- Encourage curiosity.
- Ask why.

Experience:

- Valid Driver's License.
- 1-3 years of experience in a customer service or sales role.
- Proficiency with Microsoft Outlook, Excel, Publisher and Word.
- Property Management experience is a plus.

Application Process:

1. Please fill out the following online questionnaire: <http://bit.ly/2KNOcAb>
2. Also email your resume and cover letter to: careers@irellc.com
3. We will then contact you for further details such as a resumé and a time to connect via phone or Skype for a preliminary interview.
4. We will meet with the final applicants in person.

We look forward to hearing from you,

The Moove In Self Storage Team