

# A FAMILY STORAGE

**COMPANY NAME:** A Family Storage

**JOB TITLE:** Relief Manager

**JOB DESCRIPTION:**

As a Relief Manager, you will be **responsible for the daily operations of your assigned self-storage facility each day**. This is a great position for an independent and self-motivated individual who is highly productive when unsupervised. You will represent our company and the facilities we manage with a positive attitude, willingness to help tenants and customers and eagerness to learn and do your best every day while presenting yourself in a professional manner at all times. All duties as outlined in this job description will be performed under the supervision of the Area Manager and Operations Manager to ensure application of the best industry practices and portfolio performance.

This position is part time and hours will vary each week.

**RESPONSIBILITIES**

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 on-site training will be provided by an experienced property manager and/or the area manager.

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

1. 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 or Manager.
2. Operate the facility at its highest and best potential:
  - a. Rent units and ensure all units are clean prior to rental
  - b. Timely collection of rent, deposits, assessed fees and other fees
  - c. Selling retail merchandise such as locks, packing materials and boxes
  - d. Make past due calls to delinquent accounts
  - e. Conduct visual audit of entire property twice per day
  - f. Overlocking and unlocking of units
  - g. Prepare and process daily, weekly and monthly reports
  - h. Prepare daily bank deposits
  - i. Maintain cleanliness and organization of rental office

**2797 E Ajo Way, Tucson, AZ 85713**

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

**Equal Opportunity Employment/Program:**

**Auxiliary aids and services are available upon request to individuals with disabilities**

- j. Maintain cleanliness of any public or employee restrooms
- k. Maintain cleanliness of site
- l. Consistent and regular attendance and punctuality
- m. May be required to work other facilities and events as needed
- n. Follow proper attire and grooming habits
- o. Participate in training programs or seminars at management's request
- p. Perform other managerial duties requested by the Property Manager or Home Office

**SALARY:**      \$13.50 Hourly – Review after 90 days

**APPLICATION QUALIFICATIONS:**

Successful candidates can come from a variety of customer service oriented, sales environments including but not limited to retail, restaurant and call center arenas.

Customer Service and/or Sales experience

Flexible Schedule

Valid driver's license with access to reliable transportation used during the work day

High school diploma or equivalent certification such as a GED

Willing to submit to a pre-employment background check

**HOW TO APPLY:**    VISIT    <https://afamilystorage.com/careers/>

**DATE:** 4/8/2022

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