

## Job Posting

### Details

We are looking to hire a fulltime office manager for our Storage Facility. Duties would include answering phones, taking payments, completing paper work for customer move ins and move outs, keeping customers up to date on their payments. Manager would also be responsible for, but not limited to making sure emptied units are swept and cleaned and some light duty yard/unit maintenance. They would provide weekly updates and monthly reports to management.

### Qualifications & Experience

Successful candidate would be required to have excellent communication skills, proficient with computers, including experience with Word and Excel and an aptitude to learn new programs. Previous storage management would be an asset, however not a requirement.

### How to apply

Please send resume to [ciim7566@gmail.com](mailto:ciim7566@gmail.com)