



**LIBERTY**  
INVESTMENT PROPERTIES

## Assistant Storage Manager

Liberty Investment Properties, Inc. has an Assistant Storage Manager opening responsible for supporting day-to-day operations of the storage center. This position will report directly to the Storage Manager.

Storage Center office hours are from 9:00 AM – 5:30 PM, Monday – Friday, and 9:00 AM – 4:30 PM, Saturday.

### Job Responsibilities:

- Support the Storage Manager with maintaining a high and steady occupancy for the storage facility
- Assists the Storage Manager with sales and marketing functions of the storage facility
- Provides excellent customer service to prospective and current customers
- Assists with overall cleanliness and promptly notifies Storage Manager of any maintenance issues in need of repair
- Executes all documents associated with leasing; maintains all required tenant documentation in an orderly manner
- Makes daily bank deposits and prepares daily, weekly and monthly reports as required
- Assists in preparing units for auction, vacate as prescribed by law and approved by Regional Manager
- Controls delinquencies on a daily basis
- Other duties as assigned

### Job Requirements:

- 2+ years experience in retail sales and customer service
- Professionalism and customer skills when interacting with customers (via phone and walk-in inquiries)
- Computer software proficiency
- Valid driver's license and good driving record
- Self-motivated, ability to prioritize and multi-task

### Preferred Skills:

- Prior self storage experience
- Sales and marketing skills

We offer a comprehensive benefits package, including:

- Medical, Dental and Prescription Drug Coverage
- Vision Discount
- 401(k) with Company Match
- Bonus Incentive Plan
- Paid Time Off
- Life, AD&D and Short-Term Disability Insurance
- Company Paid Holidays
- Employee Discount Program

**Conditions of Employment: Employee must pass pre-employment screening which includes a background check and drug testing.**

**Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability or veteran status, sexual orientation or gender identity.*