



Prime Storage Group is the largest and fastest growing, privately owned, self- storage company in the United States and is located in 19 states with 130 + locations. We strive to provide our customers with secure, convenient, clean, and affordable storage solutions for home and business. Prime is currently seeking Facility Managers to join the team in the Following areas!

Somersworth, NH  
Norfolk, VA  
North Brunswick, NJ  
Freehold, NJ  
Baltimore, MD

### **Storage Property/Facility Manager**

#### **Summary:**

The Self-Storage Facility Manager is a team player who is energetic and professional. The manager is an outgoing self-starter with excellent sales skills. The manager provides above average marketing and customer service. He/she aggressively contributes to profitability by developing and maintaining mutually beneficial business relationships and being committed to customer relations. The manager pays close attention to detail and has strong computer skills.

#### **Responsibilities and Duties:**

- Responsible for the sales and marketing, keeping the facility rented at optimum levels effectively utilizing advertising, promotional and customer relation skills as approved by management.
- Complies with and enforces all company policies and procedures utilizing the companies handbooks, training manuals and standard operating procedures (SOPs).
- Show and rent units by offering storage solutions to prospective tenants.
- Actively sell and maintain supplies of merchandise. Up-sell insurance, rent/schedule moving trucks and equipment, and cross sell other company owned/operated facilities. Provide outstanding customer service including assessing and resolving customer problems and professionally handling telephone and walk-in inquiries. Visually inspect the facility daily, observe and respond promptly to any situation and advising management as needed.
- General management of the office including but not limited to opening and closing the office on time each day. Maintain all required tenant documentation in a neat and orderly manner as directed by management. The manager must be able to control delinquencies by telephone contact and letters on a scheduled basis. Maintaining accuracy of the petty cash, make daily bank deposits and preparing daily, weekly and monthly reports as required by management. Assist in preparing units for auction, vacate as prescribed by law and approved by management.
- Maintain a neat and clean facility with curb appeal. Provide a safe and secure facility including minor maintenance and daily lock checks. Notify their direct District Manager of all maintenance items that require attention in a timely manner.



- Effectively communicates with management and fellow employees.
- Other duties as assigned.

## **Requirements**

### **Job Requirements:**

- Excellent communication skills both on the phone and in person
- Works well in a team setting or independently
- Has good organizational skills and basic bookkeeping
- Knowledge of computers is a must (Microsoft Office, Outlook, Etc.) with a general understanding of automatic gate systems
- Valid driver's license and insurance with access to reliable transportation
- Open work availability possibly including weekends and some holidays
- Ability & willingness to perform light maintenance such as sweeping, mopping, wiping, lifting, etc
- Willing to travel/work in multiple locations if needed (temporarily)
- 4 year college degree or equivalent education and work experience
- Employment is subject to the satisfactory results of a background screening

### **Compensation:**

- Pay is based on experience and location
- We offer per rental incentive bonuses to all employees
- Competitive PTO program (vacation and sick time)
- We offer benefits for full time employees, including medical, dental, vision, life insurance