



JOB DESCRIPTION

JOB TITLE: Facility Manager

LOCATION: Denver, Colorado

JOB TYPE: Full-Time

SUPERVISOR/MANAGER: Director of Operations

PAY RANGE: \$17-\$21/hour

Our Mission

At Greenbox, we strive to meet the storage needs of our community while also taking care of the earth. With our solar powered, environmentally certified facilities, we aim to set the standard of sustainable enterprise in the self storage industry.

Please check out our state-of-the-art self storage facility at www.GreenBoxSelfStorage.com

Position Summary

GreenBox Self Storage is looking for a *rockstar* Facility Manager. Our growing self storage business seeks an experienced, motivated leader and management professional.

Facility Managers are responsible for the daily operations of a single facility. Depending on operational needs, you may also be required to support the GreenBox team by travelling between our 4 facilities located in Downtown Denver and Centennial.

GreenBox rockstars are always up to the challenge in our fast-paced facilities, are customer service-oriented, passionate, energetic, and are able to multi-task. They are confident in their decision-making abilities and possess a real go-getter attitude.

Successful candidates will have demonstrated experience in facility management and a background in leadership.



Responsibilities:

- Maximizing occupancy and minimizing delinquencies
- Showing and leasing of storage units
- Suggesting applicable and relevant upsells to provide the highest level of customer service
- Meeting weekly, monthly, and quarterly sales quotas
- Building rapport with customers
- Managing all inquiries via e-mails, telephone calls and walk-ins
- Resolving customer issues/concerns in a timely, effective, and highly professional manner
- Maintaining accurate records for each customer including contracts, insurance, etc.
- Accurately managing invoicing and cash transactions
- Pursuing collections, posting payments, and processing daily bank deposits accurately
- Facility maintenance including but not limited to light cleaning, office organization and occasionally lifting/moving up to 40 pounds
- Promoting the GreenBox brand by recommending and implementing marketing strategies

Role Requirements:

- 2+ years of facility or store management
- 2+ years of leadership experience
- Proficiency in Office365 suite
- Relationship management skills and openness to feedback
- Excellent sales, communication, and negotiation skills
- Prioritizing, time management and organizational skills
- Willing to work indoors, in a high volume, detailed oriented environment as well as working outdoors, maintaining the appearance of the facility
- A flexible schedule - We are open every day except for Sunday's and major holidays

The Perks:

Focus values their team and offers great benefits for full-time employees including

- Health, dental, vision, short-term disability and life insurance
- Up to 4% match on 401K
- Paid holidays, up to 3 weeks of paid time off for the first year
- Free parking at Focus Parking Systems lots
- Marriott Property discounts
- RTD EcoPass



Joining the Focus family:

The Focus Group of Companies (Focus) is a Denver-based collection of operating and investment companies. We acquire, develop, and manage high-quality office, retail, residential, hospitality and mixed-use properties primarily in the Denver-metro area. Our portfolio includes a diverse range of assets including retail and office space, hotels, coworking spaces, surface parking lots, warehouse and self storage facilities and special event space. We also own several operating companies that occupy many of our real estate assets. This includes Enterprise Coworking (our hospitality focused Coworking company), Greenbox Self Storage (our environmentally friendly self storage company), Focus Corporation (our fun, destination, novelty and licensed sportswear retail stores), and Focus Parking Systems (our in-house parking management company). Guided by the very same entrepreneurial spirit on which we were founded, Focus identifies and responds quickly to unique opportunities in the market with the mission of enhancing the communities in which we work and live. Our projects are executed through people of integrity, authenticity, professionalism, and drive.

Our Values:

Focus started with a single employee and their pushcart on Denver's 16th Street Mall. Guided by the following values, we have grown the company to a nearly 100-person team developing some of Denver's highest profile and most exciting projects:

- *Be Excellent.* We take ownership of our work. We are accountable and responsible.
- *Be Authentic.* We are real. We value open and honest communication.
- *Be Hungry.* We love to learn, share and grow. We get the right stuff done.
- *Be Happy.* We love to have fun. We are positive and optimistic.

To apply to this position, please email your resume to careers@focuscorporation.com