

RELIEF MANAGER – JOB DESCRIPTION

Investment Real Estate Management, LLC (IREM) is part of the Investment Real Estate Group of Companies, who specializes in the brokerage, management, development and construction of self storage properties. We are a rapidly growing firm with our home office located in York, PA. IREM is consistently on the hunt for new facilities to add to our portfolio.

As a **Relief Manager**, you will be responsible for the daily operations of your assigned self storage facility each day. You will follow the Property Manager's direction for his or her facility while you are managing the property in his or her absence. 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.

Specific Duties

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 experience property manager and/or the district 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. The property has a petty cash fund. You may use this fund to purchase supplies for the day-to-day operations of the facility. You are NOT authorized to sign contracts on behalf of the facility; as such, all contracts must be submitted to your supervisor for approval and signature.
3. 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 and make daily bank deposits
 - i. Maintain cleanliness and organization of rental office
 - 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

Specializing Solely In Self Storage.