



## Full Time | Property Manager

**The Investment Real Estate Group of Companies** is seeking a Property Manager for Moove In Self Storage.

### *The Business:*

The Investment Real Estate Group of Companies (IREGC) is composed of real estate centric entities focused on the self storage industry. The various companies provide brokerage services, feasibility studies, property management, development and construction services, general self storage consulting and insurance products. In addition, we own a portfolio of self storage properties. Our market area includes the eight States in the Mid-Atlantic and Northeast. Learn more at [www.irellc.com](http://www.irellc.com).

### *The Environment:*

IREGC currently employs 35 people overall with 10 of those in the home office. We have converted an old stone grist mill built in 1831 and the adjoining miller's house into our offices. The setting is rural and safe. We strive to maintain a friendly, family-like work atmosphere. At times the work can be hectic and other times very mellow; adaptability is key. IREGC employees are team oriented where all colleagues wear many hats and help each other succeed. While business is the priority, colleagues are encouraged to live healthy, balanced lives. We are rapidly growing, and this is an excellent opportunity for the right candidate.

### *The Role:*

As a Property Manager, you will be responsible for the daily operations of an assigned self storage facility within the Moove In Self Storage portfolio of properties. You will represent our company with a positive attitude, willingness to help tenants and customers and the 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 experienced property manager and/or the district manager.

Remember that you only get one chance to make a good first impression.

- 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.
- Operate the facility at its highest and best potential.
- Visually inspect the facility daily, observe and respond promptly to any potential breach of security problems.
- Perform a lock audit weekly.
- Be thoroughly familiar with emergency procedures dealing with fires, criminal activity, accidents, natural or "man-made" disasters, etc.
- Handle all customer inquiries or problems in a timely, courteous manner.
- At Supervisor's direction, assist in the inventory or the content of storage units.

- Train and supervise your assistant manager and/or relief manager to perform all the management duties and policies in your absence.
- Prepare, in a timely and professional manner, such management, marketing, operational or other reports as required or as requested from time to time by your Supervisor, Director of Marketing or the Home Office.
- Make daily bank deposits and deliveries to the Post Office.
- Be responsible for accurate computer accounting records and petty cash funds.
- Follow proper dress attire, good grooming and hygiene habits. Smoking by employees is prohibited in the office and in front of or around any customers.
- The physical condition of the facility is your responsibility. Keep the premises in a neat and clean condition, the grounds free of debris and the landscaped areas free of weeds.
- Prepare, as requested, your marketing/sales plan for the facility (i.e., sales calls, apartment and/or business promotions, seasonal specials, etc.), and implement the plan..
- Participate in training programs or seminars at management's request.
- Perform any other managerial duties which may from time to time be requested by the Company.

We are looking for someone who thrives in an environment of growth, change and creativity with each day being a little different from the last. We're also looking for someone who likes and is capable of working independently. We're looking for someone grounded, operational and organized.

Our ideal candidate will:

- Add energy to every conversation.
- Tell a joke at no one's expense.
- Offer help to the team before being asked.
- Highlight good work from your team members.
- Leave things more organized than you found them.
- Get smarter at your job through training and/or books.
- Figure out what didn't work.
- Surface and highlight difficult decisions.
- Encourage curiosity.
- Ask why.

### *Experience:*

- Valid Driver's License.
- 1-3 years of experience in a customer service or sales role.
- Proficiency with Microsoft Outlook, Excel, Publisher and Word.
- Property Management experience is a plus.

### *Application Process:*

1. Please fill out the following online questionnaire: <https://bit.ly/2J3OL8g>
2. We will then contact you for further details such as a resumé and a time to connect via phone or Skype for a preliminary interview.
3. We will meet with the final applicants in person.

We look forward to hearing from you,

***The IREGC Team***