

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Manager

**JOB TYPE:** Full-Time

**LOCATION:** Denver, Colorado

**SUPERVISOR/MANAGER:** Facilities Director

---

### **Our Company**

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 high-end coworking brand), 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.

### **Position Summary**

GreenBox Self Storage is looking for a self motivated, highly responsible Assistant Store Manager.

In the absence of the Facility Manager this person is responsible for the daily operations of a single facility. The Assistant Manager may be at one facility full time or split their time between facilities depending on operational needs and provides assistance to the Facility Manager in all key operational areas.

The candidate must be responsible, customer service-oriented and energetic to join our growing company. The successful candidate will be detail-oriented, organized, a great multi-tasking and able to work independently.

### **Responsibilities:**

- Maximizing all inquiries about rentals via e-mails, telephone calls, and walk-ins
- Showing and leasing of storage units
- Presenting the features and benefits of the properties at all opportunities
- Resolving customer issues/concerns in a timely, effective and highly professional manner
- Promoting the GreenBox brand
- Maintaining accurate records for each customer including contracts, insurance, etc.

- Recommending and implementing marketing strategies
- Updating the management system software
- Accurately managing invoicing and cash transactions
- Pursuing collections, posting payments and processing daily bank deposits accurately and timely
- Light cleaning, and occasionally lifting/moving up to 40 pounds.

**Qualifications:**

- A background in and passion for social networking for the promotion of businesses is a plus.
- If you take pride in your work, are willing to provide excellent service to our customers, and want the opportunity to grow with us, then this is a great opportunity for you

**The Perks:**

Focus offers great benefits for full-time employees including health, dental, vision and life insurance, up to 4% match on 401K, paid holidays, 3 weeks of paid time off for the first year (increasing to 6 weeks off after 11 years), free parking and a free ECO Pass!

**Our Values:**

Focus started with a single employee and a single pushcart on Denver's 16<sup>th</sup> 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 email your resume to [careers@focuscorporation.com](mailto:careers@focuscorporation.com).