

**Job Description**

**Job Title:** Saturday Job - Self Storage Manager

**Hours:** Saturdays 9am - 5pm

**Place of Work:** Precision Removals & Storage Ltd, 67 Salamander Street, Leith, Edinburgh, EH6 7JZ

**Rate of Pay:** Based on experience

Precision Removals & Storage Ltd are based in Edinburgh. We provide Self Storage, Home Storage, Business Storage and Crate Storage. You will be customer focused, have great customer service skills, be happy to work on your own, diligent, trustworthy and you must you must have excellent IT skills. There is potential for the hours to be extended to during the week for the right candidate.

**REMOVALS & STORAGE – Moveware**

* Take and log enquiries
* Book in appointments, if required
* Take and receipt payments

**STORAGE – Space Manager**

* Print and/or email invoices
* Chase account balance payments
* Take and receipts payments
* Move in and/or vacate clients

**GENERAL DUTIES**

* Open up warehouse and office
* Lock up warehouse and office/set alarm
* Ensure self store loading area is kept tidy
* Dust and vacuum office
* Ensure office is tidy
* Tidy yard (rubbish, weeding, etc.)

To apply please Email your CV with covering letter to enquiries@precision-removals.com