

ANOTHER CLOSET SELF-STORAGE



The Solution To All Of Your Storage Needs!!

Dear Employment Candidate,

Following please find information about our company, application instructions, and a job description for the position(s) we are seeking to fill. **Please follow all directions explicitly.**

Our minimum requirements for the position:

- A valid Texas Driver's license
- A valid Social Security Card
- Legal right to work in the United States
- The ability to clearly and easily communicate in both English and Spanish
- A High School Diploma or equivalent
- Computer proficiency and can type minimum of 20 words per minute
- Not have any obligations interfering with your ability to work M-F 8:00am-6:00pm and every other Saturday 8:00am-5:00pm.

If, after reading about the position and our company you still wish to apply, **please visit any location IN PERSON, pick up an application, and return it to that location when complete.** Please do not fill out the application in the office. Our managers stay busy and at times need to be out on the property. Therefore it is counter-productive for them to sit in the office awaiting you to fill out an application. After the applications have been reviewed we will schedule interviews with any candidate that seems suitable for the position. Make sure you have two good contact phone numbers in case we need to contact you.

Another Closet is a growing company, with 1 or 2 new stores currently slated for construction in late 2012. This means we will have 1 or 2 openings for Site Managers in the next 6-12 months. We always try to promote from within, so opportunities for quick advancement are in place.

Thank you for your interest in possibly working for the Rio Grande Valley's premier storage facility – Another Closet Self Storage!

Sincerely,
Randy Smith
General Manager

INSTRUCTIONS

**All applicants must follow
the instructions listed below.**

You must appear in person to pick up an application.
If out of the area, call (956) 631-STOR and request one by fax.

*You must complete page 4, titled “In Consideration” and attach it to your application.
**PRINT OUT PAGE FOUR, COMPLETE IT, AND ATTACH IT TO YOUR
APPLICATION. Applications without this attachment will NOT be considered.***

Do not ask store personnel about the position, pay, benefits, etc.

Complete application as soon as possible – but do not fill it out in our office.

**Even if you have submitted a resume, completely fill in the application.
Incomplete applications will not be considered.
We will attach your resume to the back of your application.**

Leave two contact numbers in case we have a question for you or to schedule an interview.

**Applications without references and complete
contact information will not be considered.**

Do not use relatives as a reference.

Read the job description before filling out the application.

**If you cannot work the hours listed, or do not have a valid driver’s license or social security
card, are not bi-lingual, or need time off in the next 90 days – do not apply.**

If an item on the application does not apply, do not leave it blank – write N/A

**Experience in self-storage is not required, but be sure
to list on your application all previous work
experience and how you feel your work history has
prepared you to succeed at this position.**

Another Closet Self Storage

Manager Trainee / Asst. Site Manager – Upper Rio Grande Valley

The Manager Trainee / Assistant Site Manager for Another Closet Self Storage will be responsible in assisting the Site Manager with the day-to-day operations of the facility. Working at times unsupervised, the Asst. Manager will answer the phones, “sell” storage to customers, show units, keep the facility clean, and follow up in a professional manner with tenants that are delinquent. We also have a company-owned truck and additional duties will include checking in and out the rental equipment.

This position absolutely requires a “professional” mindset, demeanor, and appearance. We market ourselves as a first class, state-of-the-art facility and demand a high level of performance and professionalism from our staff. In return, we offer competitive wages, as well as an excellent work environment and work schedule. We are ranked in the Top 100 in our industry out of over 50,000 facilities nation-wide.

As Manager Trainee / Assistant Site Manager you will be required to keep the facility in a high state of cleanliness at all times, inside and out. Numerous site checks of the entire facility must be made daily and first-rate customer service is expected. The ability to communicate proficiently in English and Spanish is a must. Training will be provided with an extensive set of checklists so the Assistant Manager knows exactly what the expectations of management and ownership are. Our on-site video surveillance systems are also tied in to the General Manager and Owner’s home and office computer systems, so activity can be monitored remotely from off-site.

Some of the amenities we offer customers include:

- State of the art digital video surveillance and recording of all on-site activity
- 24 hour a day, 7 day a week access
- temperature-controlled storage space
- a totally enclosed, fenced property with local law enforcement patrols
- a professionally trained staff
- fully stocked moving supply store
- 20 free boxes with unit rental
- free use of 17 foot moving truck with rental
- rates at or below our competitors

This position requires a high level of motivation and someone who takes pride in exceeding expectations. The nature of our business ensures that there is always something to do, so the ability to stay busy and productive keeping the facility in top-notch condition at all times is a must. Reporting to the Site Manager, the Assistant Site Manager will ensure that our facilities remain in top condition at all times. This position will require working at least 2 Saturdays per month from 8:30am to 12:30pm, or possibly 8:00am to 5:00pm

Beginning wages are depending on previous work experience. After a 45-60 day evaluation period a merit pay increase may be given. Pay is reviewed annually after initial review.

The hours of work will be fixed - weekdays, between 8:00am-6:00 pm and Saturdays 8:30am-12:30pm. Our store hours are 8:00am to 5:30pm Monday through Friday, Saturdays from 8:00am until 12:30pm, closed Sundays. Hours worked will be at least 40 per week (possibly 42 at most). The nature of the position will require at least 2 Saturdays (8am-2pm) per month and rotating among local stores (Mission or McAllen). (store hours may change)

IN CONSIDERATION...

(Please check all that apply)

_____ I have thoroughly read the job description for the Upper Valley Manager Trainee / Assistant Manager position and wish to be considered for that position.

_____ I can work at least 40 hours a week, every week M-F between the hours of 8:00am and 6:00pm

_____ I can work at least 2 Saturdays per month from 8:00am to 5:00pm

_____ I am willing to submit to a pre-employment drug/alcohol screening and a criminal record background check.

_____ I am willing to be employed in a work environment in which my work activities, customer interactions, financial transactions, phone calls, and computer use is monitored by my employer by various electronic means.

For the following questions, do not leave blank, do not write OPEN, and do not write NEGOTIABLE in the blanks. Anyone not filling in the blanks with a salary/wage requirement will not be considered for the position.

Based on my financial needs and the needs of my family, I require a minimum hourly wage of (after the initial 45-60 day probationary period):

_____ per hour, or _____ weekly, or _____ monthly.