

**ROLE GUIDE - 6 September 2017**

POST	Part Time Storage Sales Manager
HOURS	One weekend in three (Saturday 8.00am-5.00pm and Sunday 10.00am-4.00pm) Plus, by arrangement: Holiday cover for weekday storage managers, some Bank Holiday cover and occasional relief cover
SALARY	This offers an average gross salary over the year of about £500 per month (including 12% holiday pay) - based on £13.80 per hour weekdays and Saturdays, £20.70 per hour on Sundays and Bank Holidays. Sessions less than 5 hours will be paid an extra £5.00 per session.
LOCATION	www.eversleystorage.co.uk/location-map.php

JOIN US!

We hope you will be interested in joining our family business in this role.

OUR BUSINESS

Greenfords Ltd is a long standing business with a real focus on customer service. We are based at our offices in Eversley, Hampshire. We are:

- ◇ Eversley Storage (www.eversleystorage.co.uk) provides self storage facilities and warehousing
- ◇ Greenford Park Homes (www.greenfordparkhomes.co.uk) develops and manages quality mobile home parks

YOUR MAIN RESPONSIBILITIES ARE:

- ⇒ Answering customers' storage enquiries (including what they can store and best storage methods)
- ⇒ Taking bookings and agreeing vacations of storage facilities
- ⇒ Receiving payments for storage
- ⇒ Supervising all activity at the premises during business hours e.g. opening and closing, setting alarms, reviewing the CCTV monitor, occasionally moving mobile access platforms (mobile steps), walking around the premises etc.



- ⇒ Answering customer enquiries relating to homes for sale on our mobile home parks
- ⇒ Taking enquiries from residents on our mobile home parks and referring those enquiries to relevant members of staff
- ⇒ Reacting in an emergency and notifying relevant persons
- ⇒ Carrying out other activities to support the business as requested.

These responsibilities are intended as a working document for the position outlined. They are not exhaustive and may change in the future. They indicate the wide range of the duties involved.

WE ARE LOOKING FOR AN OUTGOING PERSON, WITH GOOD INTERPERSONAL SKILLS TO

- ⇒ Enjoy selling to, and be able to communicate and work well with the general public.
- ⇒ Become familiar with all aspects of the business and be able to integrate well with our team
- ⇒ Be honest and trustworthy, reliable and punctual
- ⇒ Administrate the storage sales and related business processes
- ⇒ Have good computer skills and have good knowledge of computer systems
- ⇒ With training, learn and effectively use the storage business's computer system
- ⇒ Inspire confidence and trust in customers and colleagues
- ⇒ Be highly self-motivated and able to work on your own in sole control of the premises
- ⇒ Be flexible, able to adapt to change and support all aspects of the business
- ⇒ Have a common sense understanding of health and safety issues
- ⇒ Be reasonably fit and active
- ⇒ Preserve and uphold the principle of confidentiality at all times

WE WILL PROVIDE

- ⇒ Excellent professional no smoking offices in which to work
- ⇒ Initial and ongoing training
- ⇒ Good regular liaison with the lead storage manager and other members of the storage team



NEXT STEPS

We hope you will be interested in working with us.
Do contact us if you have any queries.

We look forward to receiving your completed CV and covering letter which should address your *availability and suitability for the role.*