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655 Water St - Rte #12 - Fitchburg, MA 01420 – 7362

Spring Hour's: Mon, Tue, Wed, 9-5 / Thurs & Fri (Late Nite's) 8am – 6pm / Sat & Sun 7am-4pm



(2) – Entry Level Administrative **PART TIME** Position(s)

Willing to train – “the right person(s)”

****(These are Part Time - Permanente Positions – If you apply - You are agreeing that you are available to work for at least the next 6 months – After School Hrs - & School Vacation Weeks and the Summer Months .)****

* - Must be a **MATURE RESPONSIBLE PERSON** – and at least 18 years or older - with an Active Driver’s License. (Clean Record – no recent accidents) (But we are on a bus Route on Route #12).

* - Must be able to Speak, Read, Write English Fluently - (Spanish speaking bi-lingual(s) are needed and encouraged to apply)

* - Must have basic Computer Skills,- Internet, and basic Keyboard – Typing Skills needed (Data Entry, and/or or Word, Excel, Power point, or MS Publisher – (Helpful).

* - Happy, Friendly, Helpfully, Telephone voice needed. – For walk-in and Phone Customers wanting to make appmts, reservation, and Truck Rental Pickup.

* - Must be able to climb / walk stairs. - and Make short trips outside during the Summer & Winter Months to check the Gas Gauge(s) and Mileage reading for the Trucks .

* - Experience with Trucks, and Cars - Checking the Fluids, i.e., Oil, Transmission, Windshield Wash, Brake Fluid etc. (Helpful).

* - Must be able to work, - PT Hrs — 20 – 25 hrs - After School Hrs: 3:00pm-6:00pm, and every other weekend = Sat’s & Sun’s 7am-4pm and on School Vacation Wks, and the Summer Month.

* - Must be a team player - Mature, Responsible Person, - Able to follow directions.

* - Before being Hired you must provide at least (2) Teachers recommendation Ltrs, or Professional Work Experience Reference(s) A current copy of your report card, Driver’s Lisc, and Social Security Card. A copy of your Driver Record from your Insurance Co. (Step #), Agree to submit a Drug and Alcohol testing, and Background and Credit Check(s).

HOW TO APPLY: - Stop in and pick-up an Application, or Print one off our Website at [City Storage 655.com](http://CityStorage655.com) - or Email us on an application at: [City Storage 655 w @ aol.com](mailto:CityStorage655@aol.com)