

## Management Position

Propark America is one of the nation's leading parking companies, providing full and limited service parking solutions for office buildings, retail centers, airports, medical centers, universities, municipal facilities, residential buildings and hotels.

Headquartered in Hartford, Connecticut, Propark operates more than 400 locations in convenient markets across the United States, including New York, Washington D.C., Boston, Cambridge, Cleveland, Cincinnati, San Antonio, San Francisco, Oakland, Palo Alto, Hartford, Stamford and New Haven.

We are currently seeking experienced parking managers at our San Francisco Locations.

### RESPONSIBILITIES:

- Develop and train supervisors, cashiers and valets to ensure meeting of job expectations
- Review and approve work schedules to ensure adequate coverage while minimizing expense
- Develop and maintain excellent client relations and attend client meetings
- Assist Supervisors in handling customer complaints and day-to-day operational issues
- Oversee the customer service program to ensure customer satisfaction
- Develop budgets and monitor the financials to ensure meeting the business goals of the locations
- Review and evaluate audits to ensure integrity of revenue control
- Ensure compliance of company and client policies and procedures
- Complete required reports
- Excellent organizational and time management skills
- 5 Years in the parking or hospitality industry
- Excellent interpersonal and excellent written and verbal English communication skills
- Excellent problem solving skills
- Professional appearance
- A minimum of two years of previous management or supervisory experience
- Previous parking industry or customer service related industry experience preferred but not required
- Valid driver's license and good driving record
- PC literate (MS Office required)

Propark is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran

status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request

TO APPLY:

Interested candidates should email a cover letter, salary requirements and resume to [resumessf@propark.com](mailto:resumessf@propark.com).