



Binbox City Manager Job Description

Company Overview: Binbox Inc. is an innovative technology company that is revolutionizing short-term storage solutions for people on the go. Using a Smartphone and our Binbox app (iOS and Android), customers can locate, store and securely rent locker space where it is needed most: where we work, and where we play. Most importantly, behind this innovative technology is a company that is solely focused on the customer's convenience and creating a smooth, hassle-free experience. Binbox Inc. is growing fast and is emerging in multiple markets, including sports venues and arenas, conference centers and office spaces.

Position Overview: The Binbox City Manager oversees all aspects of Binbox's presence in a region, including, but not limited to operations, management of venue relationships, recruiting, and hiring and training of event staff. The City Manager serves as the primary Quality Control officer, ensuring the overall success of the business.

Operations:

- Responsible for the launch, development and maintenance of Binbox locker locations per the agreed contract terms and conditions with multiple venues
- Manage the day-to-day management of Binbox. Oversee all areas of the business including: quality business standards, inventory management, customer relationships, staffing and recruitment, finances and payments, cost control, expansion
- Ensure that Binbox is in compliance with legal and statutory policies and procedures
- Assist in the development of Binbox business plans
- Manage the budget and expenses for Binbox operations. Monitor and ensure that budgets are met.
- Ensure the financial performance and revenue targets of the venue is achieved through analysis of its profit & loss and KPIs.

Relationship Management:

- Work as the point of contact between the venue and Binbox to ensure that any issues/concerns are aptly and timely addressed
- Identify and locate potential partnerships in the City Manager's market: discover and explore new opportunities

Building the Binbox Team:

- Responsible for building the Binbox event staff pool by recruiting, training and developing strong, customer service-minded team members
- Manage all administrative tasks related to event staff including onboarding, shift scheduling, training and personnel issues

Skills Required

- Outlook: Absolute professional with long term career focus. High ethical standards of integrity & dependability
- Leadership: Multi-tasker with leadership skills and hunger for growth. Strategic thinker with ability to plan, execute and troubleshoot issues efficiently. Expert at time and resource management
- Personality: Well-rounded "go-getter" with superior customer service and interpersonal skills; a strong written and oral communicator
- Business Minded: Business Strategy, Marketing, PR. Experienced in Sales and Business Development. Must be persistent, result-oriented and be able to achieve revenue targets. Must have a proven track record
- Preferred Experience: At least 5 yrs of experience in store/franchise development and management
- PC: Experience working with Google Suite products, familiarity with using iOS and Android apps and devices, and Social Networking platforms.