



Leasing Agent

Summary

Responsible for the leasing, marketing and maintaining positive resident relations with the community.

Duties

- Lease and market apartment homes
- Contribute to the development and publication of advertisement
- Assist with the monitoring of competitive market area for patterns & trends affecting rent and occupancy
- Participate in weekly marketing meetings at site, if applicable
- Assist with monitoring the property's physical condition
- Interact and coordinate with other site employees
- Assist Property Manager with coordination of vendors (landscapers, turnover services, technicians)
- Work shifts may include credit for securing the seasonal swimming pool and clubhouse if the employee resides within 1 mile of the property. These responsibilities may be included as ongoing tasks on scheduled work days, as applicable
- Provide effective resident relations
- Assist with processing of administrative paperwork and clerical duties as necessary
- Respond to resident needs and provide services to the rental community

Qualifications

- Minimum of 1 of year Leasing Agent experience preferred
- Working knowledge of real estate law and leasing practices
- Proven track of successful sales record
- Proficiency with Microsoft Office
- Excellent verbal and written communication skills, marketing and negotiation skills
- Excellent customer service skills

The above list of job responsibilities is not exhaustive, and you should expect to undertake other tasks that may be reasonably within the scope of this position.

Please print your name, sign and date to indicate receipt of this job description.

Name	Signature	Date
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