

### Highlights

**Starting Date:** Immediate  
**Hours per Week:** Full-time  
**Compensation:** \$24-25/ hour, plus bonuses

#### Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Ongoing training and professional development
- Education and enrichment reimbursement
- Employee housing discount
- Quarterly bonus program

### Qualifications

- Must be willing to work weekends and or OT as needed.
- Superior Sales and communications skills.
- Working knowledge of Word, Excel as well as Chrome.
- Prior experience in Property Management a plus.
- Superior and effective follow-through habits.
- Strong organization skills and great attention to detail.
- Ability to learn the market and keep informed.
- Demonstrate initiative and professionalism.
- Project a professional image and team player attitude.

### Job Description

- Inspect vacant units to ensure the unit is rent-ready and up to required standards.
- Assist in creating and implementing effective marketing programs.
- Greet prospective residents and showcase the community.
- Conduct site tours with prospective residents.
- Explain lease information to the prospective residents.
- Lease apartments.
- Maintain daily tracking sheets on prospect traffic and leasing activity.
- Prepare all lease related paperwork such as weekly, monthly, and quarterly leasing reports in an accurate and timely manner for manager approval.
- Conduct market surveys.
- Respond to telephone inquiries.
- Respond to resident concerns and requests in a timely manner.
- Implement community lease renewal programs.

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