

## Leasing Specialist

The James Apartments | San Jose, CA

[jamesliving.com](http://jamesliving.com)    

### Highlights

**Starting Date:** Immediate

**Hours per Week:** Full-time

**Certification:** Drivers licence required

**Compensation:** \$20-\$22 per hour

**Location:** In-person

#### Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Employee referral program
- Tuition reimbursement
- Opportunities for career development
- Monthly and annual bonuses

### Qualifications

- Must be willing to work flexible hours/days/weekends.
- Weekends are required.
- Superior sales and communication skills.
- Working knowledge of Word, Excel, and Internet Explorer.
- Prior experience in Property Management is a plus.
- Superior and effective follow-through habits.
- Strong organization skills and great attention to detail.
- Expert at online advertising (such as Craigslist: creating and posting several times each day).
- Ability to learn the market and stay informed.
- Demonstrate initiative and professionalism.
- Project a professional image and team-player attitude.
- Computer literate; Yardi, Yieldstar, and Rent Cafe experience is a plus.
- High School diploma or GED required.
- Demonstrates the ability to resolve conflict in a calm and professional manner.
- Attendance: It is extremely critical that individuals possess the ability to work their scheduled hours plus any other hours necessary to complete the job as scheduled. Work schedules are subject to change.
- 8-hour shift
- Day shift
- Education: High school or equivalent (Preferred)
- Experience using Yardi- 1 year (Preferred)
- Experience in leasing: 1 year (Preferred)
- License/Certification: Driver's License (Preferred)
- Work Location: In person

### 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 tenants.
- Conduct site tours with prospective residents.
- Explain lease information to 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.
- Assist with monthly closing as required.
- Other duties as required.

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