

Highlights

Starting Date: As soon as possible

Hours Per Week: 40

Compensation: \$22-24 per hour

Benefits:

Begin after 30 days

Vision, Medical, Dental

401K +Employer Match up to 5%

Significant onsite rent discount (min 30%)

Annual bonuses

Qualifications

- Customer focused and sales-driven.
- Must be willing to work flexible hours/days/weekends.
- Superior Sales and communications skills.
- Working knowledge of Microsoft Office Suite.
- 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.
- Computer literate; Yardi experience a plus.
- Bilingual a plus.
- High School diploma or GED required.

Job Description

- Showcase our community.
- Maintain resident relations.
- Greet prospective tenants.
- Assist in creating and implementing effective marketing programs.
- 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.
- Assist with monthly closing as required.
- Other duties as required.

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