

### Highlights

**Starting Date:** Immediate

**Hours per Week:** Full-time

**Compensation:** \$23-26/ hour

#### Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Training and career development opportunities
- Education and enrichment reimbursement
- Employee housing discount

### 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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