

# Leasing Specialist

Reve Boulder Apartments | Boulder, CO

reveboulder.com   

## Highlights

**Starting Date:** As soon as possible

**Hours per Week:** 40

**Compensation:** \$22-\$23/hr

### Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount (min 30%)
- Annual bonuses
- Monthly leasing and renewal commissions

## Qualifications

- Must be willing to work flexible hours/days/weekends. Weekends are required
- Superior Sales and communications skills.
- Working knowledge of Word, Excel as well as Chrome.
- 2 years min experience in leasing.
- 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 keep informed.
- Demonstrate initiative and professionalism.
- Project a professional image and team player attitude.
- Computer literate; Yardi, CRM, Yieldstar, Rent Cafe experience a plus.
- High School diploma or GED required.
- Demonstrates ability to resolve conflict in a calm and professional manner.

## 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 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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