aperture

NORTHCOAST

Leasing Specialist

Aperture - San Bruno, CA
livesanbruno.com

Highlights

Starting Date: ASAP
Hours/Week: Full-time
Compensation: $22 per hour

Benefits

- **Begin after 30 days**
- **Vision, Medical, Dental**
- **401K +Employer Match up to 5%**
- **Significant onsite rent discount**
- **Monthly and annual bonuses**

Qualifications and Skills

Qualifications

- Must be willing to work flexible hours/days/ weekends.
- High school diploma or equivalent.
- Previous experience in leasing, sales, or customer service, preferably within the real estate or property management industry.
- Strong communication and interpersonal skills.
- Basic computer proficiency, including experience with property management software and
- Microsoft Office.
- Ability to work flexible hours, including weekends and evenings as needed.

Job Description

Responsibilities

- Greet and engage prospective residents, providing comprehensive tours of available units and community amenities.
- Respond promptly to inquiries via phone, email, and in-person visits, delivering accurate and persuasive information about leasing options and policies.
- Process rental applications, conduct background and credit checks, and prepare lease agreements in compliance with company standards and legal requirements.
- Maintain up-to-date knowledge of market trends, competitor offerings, and community events to effectively position Aperture in the marketplace.
- Collaborate with property management to ensure timely lease renewals, resolve resident concerns, and support community engagement activities.

Skills

- Strong communication and interpersonal abilities are essential for building rapport with prospective and current residents, ensuring clear and effective information exchange.
- Proficiency in property management software and Microsoft Office enables efficient handling of applications, lease documentation, and reporting tasks.
- Knowledge of Fair Housing laws (preferred) ensures compliance and ethical leasing practices.
- CRM experience (preferred) supports organized and targeted outreach efforts.
- Multilingual capabilities enhance communication with a diverse community, fostering inclusivity and resident satisfaction.
- Together, these skills empower the Leasing Consultant to manage daily responsibilities effectively, contribute to occupancy growth, and uphold the community's positive image.

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