

## Full-Time Leasing Consultant

### Job Description:

Apartment community in (can we change the info that goes here?) is looking for a leasing consultant to greet prospects, professionally present the features and benefits of their assigned community and properly secure lease agreements from qualified persons. A leasing consultant is very service oriented and strives to make current residents feel welcome and comfortable in their community. The leasing consultant will contact a person of authority should any situation warrant an action or decision not included in his or her duties and responsibilities.

### Duties and Responsibilities:

#### General:

- Conducts all business in accordance with company policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other laws pertaining to apartments and housing.
- Performs any additional duties assigned by assistant manager, manager or supervisor.

#### Marketing/Leasing:

- Maintains a professional, yet friendly, atmosphere in the leasing office and other areas where prospective residents and residents meet.
- Inspects models and "market ready" vacancies daily to ensure cleanliness.
- Answers incoming phone calls and handles each call accordingly, whether it is a prospect call, unhappy resident, service request, etc. Transfers calls to assistant manager or manager when appropriate.
- Greet prospective residents, qualifies, determines needs and preferences, professionally presents community and specific apartments while communicating features and benefits.
- Maintains awareness of local market conditions and trends. Contributes ideas to the manager for marketing property and for improving resident satisfaction.

#### Administrative:

- Correctly completes all lease applications, assists with application verification and notifies prospective residents of results. Creates/types miscellaneous resident correspondences as needed.
- Completes all lease paperwork including related addendums and accepts/processes rents and deposits.
- Completes Guest Card information on all prospects, sends thank-you notes and performs follow-up.
- Physically inspects property when on grounds, picks up litter and reports any service needs to maintenance staff. Inspects move-outs (only in cases where manager may be out) and vacancies.
- Organizes and files appropriate reports, leases and paperwork.
- Attends company meetings when requested.
- Assists manager and/or assistant manager in preparation of daily and weekly reports, resident communications, move-out inventory, market surveys, etc.

#### Compensation:

- Competitive salary and benefits package.
- Medical plan options with prescription coverage
- Dental plan
- Paid Sick days & Holiday pay

#### Experience/Requirements:

- Must be able to work in a fast-paced and customer service-oriented environment.
- Performs duties under pressure and meets deadlines in a timely manner.
- Works as part of a team, as well as completes assignments independently.
- Takes instructions from supervisors.
- Exercises problem-solving skills.
- Interacts with co-workers, supervisors, guests and the public in a professional and pleasant manner.
- Must be computer proficient.
- Weekends Required