

Leasing Agent

The Leasing Agent acts as one of the property's main point of contacts for site operations. Responsibilities include the following:

- Apartment tours and leasing to prospects
- Marketing out-reach and advertising
- Work order preparation
- Document management for leases, renewals, riders, etc.
- Work closely with the building Superintendent and maintenance team in providing outstanding customer service to our residents

Qualifications for this position include the following:

- Professional image
- Strong organizational and customer service skills
- Strong written and verbal communication skills
- Ability to sell and close a sale
- Proficiency with Microsoft Outlook, Word & Excel
- Must be able to work Saturday's as needed
- Previous leasing and real estate experience
- Knowledge of Real Page a plus
- Live onsite preferred but not required