

Leasing Specialist

Full/Part Time Description

Job Objective: The Leasing Specialist is responsible for maintaining the occupancy of the community through leasing, resident retention and customer service.

Compensation: Non-Exempt. Position is eligible for pre-approved overtime. Bonuses (based on PPPM bonus plan).

Reports to: Community Manager/Assistant Manager

Essential Job Functions:

- Lease apartments by showing the models and/or rent ready, available unit(s),
- Shop competition and conduct market surveys monthly
- Update internet advertising weekly.
- Follow established policy and procedures in the qualification, screening, and acceptance of applicants for residency and prepare all lease related paperwork in an accurate and timely manner for new residents and renewals.
- Responsible for proper maintenance of all resident and property files
- Monitor and follow up throughout the day internet, phone, and walk-in leads and track for weekly and monthly reporting.
- Responsible for maintaining up to date information on NTR/status sheet.
- Courteous, efficient handling of resident requests and complaints.
- Participate in company training classes and meetings, as required.
- Collect, deposit, and post all rental payments daily into QB and the bank. Collect on underpayments, NSF reimbursements, charge backs, late/NSF fees, utility allocations, and all other items to be charged to residents.
- All other tasks as assigned.

Qualifications and Requirements:

- **Skills:**
 - Superior sales/marketing skills
 - Organizational/administrative
 - Time management skills
 - Advanced computer skills (Microsoft Office)
 - Business mathematical skills (Add, subtract, multiply, and divide whole numbers, fractions, and decimals. Measure lengths and distances.)
 - Verbal and written communications skills
 - Customer service skills
- **Education:** High school diploma or GED. Ability to read, write, speak and understand English.
- **Experience:** 1+ year(s) of sales experience and/or management experience.
- **Licenses:** Valid driver's license and \$50,000 in current car liability insurance.

Attendance/Schedule: Regular work schedule for this position is 4 days Monday-Friday 8:30 AM to 5 PM and Saturdays (hours depend on the location). This position requires ability to work any day of the week, any week of the year and to serve on call as necessary. The

individual must attend PPPM training classes and meetings as scheduled. Position requires working at and traveling to all PPPM locations as well as overnight stay when applicable (mileage, time and hotel are paid by PPPM when required for work). Work schedules are subject to change.