



Job Description:
Part-Time Leasing Agent
The Mariner Apartments

Job Title: Part-time Leasing Agent for The Mariner Apartments

Reports To: Property Manager

FLSA Status: Non-Exempt

Summary: Responsible for scheduling and handling showings of all properties for rent by performing the following duties. Weekend and evening hours required.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Show units and follow up to all prospects utilizing AppFolio's work flow.
2. Answers the telephone and provides customer service.
3. Processes rental applications.
4. Prepares new lease and renewal documents and handles lease signings.
5. Communicates with applicants regarding application status.
6. Provides accurate information on our rentals to callers and visitors.
7. Accumulates weekly traffic information from various sources and prepares a consolidated report and send to Leasing Director.
8. Create and manage all online marketing.
9. Post to social media daily, create flyers and newsletters, and organize community events.
10. Provide support for community policies.
11. Provide support to the Property Manager as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interpersonal:

Customer service – Manages difficult or emotional customer situations; responds promptly to customer needs; Solicits customer feedback to improve service; responds to requests for service and assistance; Meets commitments.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, WI CCAP, TransUnion, and various rental search websites. Appfolio experience a plus.

Education/Experience:

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license

Knowledge, Skills and Other Abilities:

- Time management
- Ability to multi-task
- Customer service skills
- Sales skills
- Oral and written communication skills
- Professionalism