

Title: Consultant, Leasing
FSLA: Non-exempt

Purpose: To effectively implement the leasing and marketing program, to promote the positive image of the apartment community and to assist management with resident programs and retention.

Reports to: Property Manager.

Supervises: Property staff, as directed by Property Manager.

Qualifications:

- High school education or equivalent.
- Ability to read, write and comprehend the English language.
- Mathematical skills (high school level) in order to calculate prorations.
- Possesses excellent telephone and communication skills.
- Competent ability with personal computer, calculator and fax machine.
- Must possess valid driver's license.
- Apartment management and/or sales experience preferred.

Special Licenses or Certificates Required: None

Essential Functions:

- Maintains a detailed knowledge of the property, amenities and community.
- Provides a daily inspection of show apartments and model appearance.
- Handles all aspects of leasing apartments, including greeting prospective residents, touring the property, closing the sale, processing applications, typing leases, following up with prospects, obtains signatures for completion of leases/paperwork prior to move-in.
- Maintains an acceptable closing ratio in order to obtain optimum occupancy.
- Collects and secures rental payments.
- Produces reports in a timely, accurate and complete manner, including the monthly survey, locator log and commission sheets.
- Inputs daily traffic information.
- Adheres to company key policy.
- Maintains organized community office files.
- Maintains working knowledge of Fair Housing laws, rules and regulations concerning apartment leasing and management.
- Handles or assists in the receiving, recording, and preparation and follow up of work orders to facilitate residents' service requests.

Essential Functions (continued):

- Assists in the inspections of vacant apartments and takes appropriate action to prepare them for leasing.
- Promotes resident retention by assisting with the renewal program.
- Performs daily inspection of common areas and community amenities.
- Reports any observed maintenance problem.
- Must assist and attend resident functions.
- Must stay informed and comply with all policies and procedures as outlined in the CAM Operations Manual.
- Must adhere to and comply with company safety policies and rules and utilize safety appliances, as required.
- Assumes duties of Property Manager, as directed.
- Must always be courteous and helpful to residents, prospective residents and co-workers.
- Must have reliable transportation in order to conduct market surveys, attend meetings, visit area businesses, purchase and pick up supplies for resident and community functions.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Must be available for overtime, weekend, holiday and evening work.
- Must be willing to be assigned to other Concierge managed properties, as needed.
- Performs other duties as assigned by Property Manager.

Physical Requirements:

- Frequent walking of property.
- Frequent climbing of stairs.
- Must be able to operate personal computer, calculator, and fax machine.
- Must have normal range of vision, hearing and speech.

Environmental Demands:

Indoor: 50%

Outdoor: 50%

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time.

At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

Employee Signature

Date

Employee Name (print)