

JOB DESCRIPTION

Position: Leasing Manager			
Position: Leasing Manager	Category: Regular, Full Time	Grade: 3	EEO-1 Category: 2
Reports to: Management	FLSA Status: Non-Exempt (Hourly)	Created on: 3.12.18	Revised on:

SUMMARY:

The primary responsibility of this position is to manage the leasing staff and drive positive sales performance of the leasing department.

ESSENTIAL JOB FUNCTIONS:

- Manages leasing agents daily responsibilities.
- Oversee scheduling and coverage of leasing office.
- Supports leasing agents by performing leasing duties when needed.
- Ensures leasing staff answers leasing calls, set appointments for showings, greets prospective residents, qualifies, determines needs and preferences, professionally presents community and specific apartments while communicating features and benefits, correctly completes all lease applications, assists with application verification and notifies prospective residents of results.
- Coordinate regular inspection of models and "market ready" vacancies daily to ensure cleanliness.
- Ensures leasing agents accurately enters information on all prospects in Yardi and diligently follow up with prospects.
- Conducts monthly market surveys
- Maintains awareness of local market conditions and trends.

NON-ESSENTIAL JOB FUNCTIONS:

- Coordinates the preparation of move in packages.
- Organizes and files appropriate reports, leases and other relevant documentation.
- Provides administrative support to the Regional Manager and the Property Manager.
- Performs other administrative duties as assigned.

COMPETENCIES:

Interpersonal Effectiveness

Communication - Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others.

Resolving Conflicts - Helping others deal effectively with an antagonistic situation to minimize damage to the relationships and promote shared goals; using appropriate interpersonal methods to reduce tension or conflict between two or more people and facilitate agreement.

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Personal Effectiveness

Driving for Results - Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.

Initiating Action - Taking prompt action to accomplish work goals; taking action to achieve results beyond what is required; being proactive.

Business/Management Skills

Monitoring Information - Setting up ongoing procedures to collect and review information needed to manage an organization or ongoing activities within it.

Planning and Organizing - Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.

Leadership Impact

Execution - Ensuring others contribute to organization strategies by focusing them on the most critical priorities, measuring progress, and ensuring accountability against those metrics.

Technical/Professional Knowledge and Skills

Technical/Professional Knowledge and Skills - Having achieved a satisfactory level of technical, functional, and/or professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise; leveraging expert knowledge to accomplish results.

EDUCATION/EXPERIENCE:

High School diploma or GED required; Minimum of two years prior apartment leasing experience on large properties required; Computer and internet savvy; Knowledge of Yardi system preferred but not required.

National Apartment Leasing Professional (NALP) desired.

PHYSICAL DEMANDS:

Frequently uses of the telephone, computer and printer/copier; Occasionally stands to move about the office to access file cabinets and to use office equipment; Frequently walks to move about the office and to occasionally show prospects available units for rent. Occasionally lifts packages weighing up to 10lbs. Frequently sits to perform work on the computer, attend meetings and participate in telephone conversations; Must be able to exchange information with individuals.



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MENTAL DEMANDS:

Frequently solve problems, makes decisions, interprets data, reads, writes and multi-tasks work.

WORKING CONDITIONS:

Frequently works indoors at moderate temperatures in a fast-paced environment.

This job description is subject to change at any time.

Employee Name (PLEASE PRINT): _____

Employee Signature: _____

Date: _____