

JOB TITLE: Leasing Consultant
REPORTS TO: Community Manager

PRIMARY RESPONSIBILITY

Acts as the primary sales representative for the community.

ESSENTIAL DUTIES and RESPONSIBILITIES

- ✓ Presents a professional friendly office atmosphere while greeting prospective and current residents.
- ✓ Work generated leads in order to lease apartments and fulfill leasing and move-in goals
- ✓ Conducts tours of the community and specific apartments with prospective residents.
- ✓ Maintains a consistent level of sales closings as determined by Supervisor.
- ✓ Completes guest cards, sends thank-you notes, and follows up on every qualified prospect.
- ✓ Qualifies prospects according to Foundation Communities Criteria
- ✓ Monitors local market trends and conditions, and updates property comparables once a month.
- ✓ Completes all new & renewal lease paperwork, collects initial deposits, fees and rental payments.
- ✓ Inspects models and vacant units daily to ensure readiness.
- ✓ Completes daily, weekly and monthly reports as required.
- ✓ Assists in keeping grounds clean, and reports community maintenance needs.
- ✓ Monitors office supplies and reports needs.
- ✓ May perform Assistant Community Manager duties as needed.
- ✓ May be involved in marketing promotions.
- ✓ May monitor and make changes to community web-site.
- ✓ Performs other tasks assigned by manager.
- ✓ Additional duties as assigned.

REQUIREMENTS

Leasing Consultant: Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations. Normally receives no instruction on routine work, general instructions on new assignments. Requires 1 year of practical experience in sales or customer relations. Must speak and write English to effectively communicate with on-site staff, residents and prospective residents. Fair housing training required. Organizational and filing skills required. Onsite software experience preferred. The Leasing Consultant should possess knowledge of the specific programs relative to the property. This will include the gathering and verification of all documentation necessary to meet program compliance

PHYSICAL DEMANDS

While performing the duties of this job, the following functions are required:

- CONSTANTLY: sitting, standing/walking, finger dexterity, lifting/carrying under 10 pounds.
- 20 FREQUENTLY: grasping/gripping, pushing/pulling, bending/stooping, squatting, climbing, lifting/carrying between 11- pounds.
- OCCASIONALLY: reaching above the shoulder, lifting/carrying over 20 pounds.

To Apply: Please send cover letter and resume to tony.galindo@foundcom.org No phone calls please.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation and gender identity.