



JOB DESCRIPTION

JOB TITLE: LEASING AGENT
REPORTS TO: PROPERTY MANAGER

BASIC PURPOSE:

Under the direction of the Property Manager, interacts with prospective and current residents to explain the apartment community and its units, along with the benefits of the living there to achieve maximum occupancy and net operating income (NOI). Responsible for ensuring that the entire leasing process is completed in accordance with the policies and procedures outlined in the Operations Manual. May be required to serve as a floater between two or more apartment communities.

ESSENTIAL FUNCTIONS:

Apartment Community Presentations:

- Responsible for providing accurate and thorough information about all aspects of the apartment community and its units to prospective residents to achieve maximum occupancy and NOI.

Apartment Community Compliance & Administration:

- Assists prospects with filling out guest cards, assists with tenant relations by collecting rents and taking work order requests. Meets with Property Manager once a week and communicates tenant's concerns.

Community Marketing Support:

- Assists the Property Manager in the overall marketing efforts to help ensure the apartment community meets required occupancy goals.
- Represents the Company in a professional manner at all times. Consistently maintains a professional courteous attitude and appearance when dealing with residents, coworkers and the general public.
- Performs other duties as assigned such as, but not limited to, delivering communication to residents, and attending and participating training in seminars.

JOB QUALIFICATION REQUIREMENTS:

Knowledge/Experience:

A high school diploma or equivalent, along with two years of sales experience preferred. Customer service or product sales background desirable. Basic arithmetic skills necessary. Excellent communication and organizational skills necessary.

Machines, Tools and Equipment, Software:

Computer literacy, including experience with computerized property management and/or accounting software, preferred. Telephones, facsimiles, photocopiers, and other equipment typically used in an office environment.

Licenses/Certification:

Valid driver’s license, good driving record and auto insurance are required.

Other Requirements:

As an Ackermann team member, you represent the Ackermann Group. While you are on the job, you are expected to wear clothing and accessories that are appropriate in a professional business environment. Refer to the Ackermann Group Handbook Dress Code Guidelines for additional information. In addition, you also have an obligation to maintain proper standards of conduct including but not limited to working well with team members and having a positive attitude. Required to carry and maintain a working cellular device during term of employment.

PHYSICAL AND VISUAL ACTIVITIES:

Ability to interpret, evaluate and communicate detailed written or verbal instructions to others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Inside and outside work in all types of weather. Ability to communicate effectively (expressing or exchanging ideas by means of the spoken or written word.) This skill/ability is important in work activities in which workers must impart or receive detailed information through oral or written communication.

Physical and visual activities are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

WORKING ENVIRONMENT:

Residential property

The Company may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit the Company's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.

I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.

Employee Name: _____
(Print Name)

Employee Signature: _____

Date: _____