

# Sample Onsite Office & Maintenance Job Description

## JOB DESCRIPTION

**POSITION TITLE:** *Leasing Consultant*

DEPARTMENT:	Resident Services	PREPARED BY:
REPORTS TO:	Leasing Manager	APPROVED BY:
CLASSIFICATION:	Non-Exempt	APPROVED DATE:

### JOB SUMMARY

The Leasing Consultant assists in leasing activities to maximize income and achieve property occupancy goals.

### VALUES MODELED

All employees are expected to find ways to bring our values to life every day by demonstrating: *(insert company values)*.

### MEASURES OF SUCCESS

Resident feedback on quality and timeliness of resident services provided; tenant turnover.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**1. Assist in the day-to-day leasing operations of the property.**

- Maintain complete and accurate property files and records.
- Give prospective resident tours and discuss community amenities.
- Respond timely to prospective resident telephone calls and internet lead responses.
- Review rental and move-in files for accuracy and input new residents into Yardi.
- Enter daily leasing activity into leasing system daily.
- Promptly attend to resident comments and/or complaints.
- Prepare move in paperwork, keys, and remotes are for a new resident.
- Inspect make ready apartments prior to move in.
- Review all lease files prior to move-in for accuracy and completeness.

**2. Support the property manager's efforts to manage all aspects of marketing and leasing for the property.**