

Job Description – Leasing Agent

Section 1: General Information

Company Name: A L Burke Inc
Job Title: Leasing Agent
Position Reports to: COO

FLSA Status (check one): Non-Exempt

Section 2: Summary

Shows rental units and acts as a direct line of communication until the tenant is moved in. Leasing Agent also actively preps and markets newly available rental units.

Section 3: Principal Duties and Required Skills

Essential Responsibilities:

1. Shows houses
2. Pretty (stages) houses and takes photos for ads
3. Puts up ads on website and housing registry
4. Edit all photos for ads
5. Helps with home pricing (makes suggestions)
6. Performs pre-tenant inspections
7. Move ins (lease signing, walk throughs, welcome letters, ect.)
8. Inputs all move in documents
9. Inputs/sets up auto pay
10. Makes appointments
11. Takes photos of all move in conditions for accounts
12. Authors handwritten welcome letters to all move ins
13. Sends welcome instruction emails to all approved
14. Creating and updating wait list

- 15. Noting accounts
- 16. Keeping documents/forms stocked
- 17. Pre-screening
- 18. Inputting applications properly
- 19. Responds to denials if calls
- 20.

Non-Essential Responsibilities:

List any duties that are non-essential or duties that are performed on an as-needed basis.

- 1. Cleans offices as needed
- 2. Takes/posts payments
- 3. Organizes staging materials
- 4. Forwards emails and calls
- 5. Denials
- 6. Assists co-workers when necessary
- 7.

Supervisory Responsibilities:

- 1. Does this job have hiring and terminating responsibilities? **No**

Assists upper management when required

Language Skills:

Intermediate Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Minimum Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Intermediate Skills:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Enter *specific software and/or applications* required for this position in the space provided.

- Word Processing software – Microsoft Word
- Database software – Rent Manager

Section 4: Education/Experience Requirements

Education

Years of Experience

HS Diploma/GED

AND

Less than 1 year

Specialized Training:

Basic writing and marketing skills

Certificates and Licenses:

Valid Driver's License

Equipment:

Standard office equipment
Rental Staging Materials

Section 5: Knowledge, Skills and Abilities

Time management,
Oral and written communication skills,
Professionalism
Organizational skills

Section 6: Physical Demands/Work Environment

Physical Demands:

Physical/Sensory Functions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Stand	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Use hands	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reach with hands and arms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climb or balance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stoop, kneel, crouch or crawl	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talk/Hear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taste/Smell	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lift and/or Move <i>Indicate weight in pounds.</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

10

Vision Requirements:

No Special Vision requirements

Work Environment/Exposure to Environmental Conditions:

Description of Environmental Conditions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Wet or humid conditions (non-weather)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work near moving mechanical parts	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work in high, precarious places	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fumes or airborne particles	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toxic or caustic chemicals	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor weather conditions	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>
Extreme cold (non-weather)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme heat (non-weather)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of electrical shock	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work with explosives	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of radiation	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vibration	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Noise Level:

Moderate noise (examples: business office with computers and printers, light traffic)