



VISION COMMUNITIES

PROPERTY MANAGEMENT | LEASING SPECIALIST

JOIN OUR FUN, HARD-WORKING TEAM THAT CREATES THE BEST RESIDENT EXPERIENCE!

The Leasing Specialist is responsible for effectively leasing and marketing to promote the positive image of Vision Communities. The Leasing Specialist is also expected to assist management with resident programs, retention, and problem resolution.

ESSENTIAL FUNCTIONS:

The ideal Leasing Specialist not only has a positive attitude and a passion for outstanding customer service, but also:

- Maintains a detailed knowledge of the apartment community, amenities and surrounding area.
- Handles all aspects of leasing apartments, including greeting prospective residents, touring the community, closing the sale, processing applications in a timely manner, typing leases, following up with prospects, obtains signatures for completion of leases/paperwork prior to move-in.
- Provides a daily inspection of model apartments, clubhouse, and other community areas.
- Collects and secures rental payments.
- Produces reports in a timely, accurate, and complete manner.
- Consistently achieves target operating metrics (e.g. closing ratio, shopping scores, etc.)
- Consistently documents prospect contacts; accurately completes our market survey.
- Assists in marketing efforts (including responding to leads and message) and monitors the accuracy of advertisements and takes appropriate action to correct.
- Accurately and consistently documents traffic marketing sources.
- Assists in leasing events, resident events, and promotions.
- Is always courteous and helpful to residents, prospective residents and co-workers.
- Maintains organized office and filing system.
- Maintains working knowledge of Fair Housing laws, rules, and regulations concerning apartment leasing and management.
- Assists in inspecting vacant apartments and takes appropriate action to prepare for leasing.
- Promotes resident retention by assisting with the renewal program.
- Reports any observed maintenance problem and ensures that any maintenance service requests received from residents are properly recorded, prepared, and follows up on completion.



- Stays informed and complies with all policies and procedures as outlined in the Operations Manual, including safety policies and rules, and utilizes safety appliances as required.
- Reliable transportation is required in order to conduct market surveys, attend meetings, visit area businesses, purchase and pick up supplies for resident and community functions.
- Must have mode of communication in which to be contacted after hours and to respond in cases of emergency.
- Must be willing to be assigned to other Vision Communities managed properties as needed.
- Performs other duties as assigned by management.

QUALIFICATIONS:

- High school education or equivalent is required; bachelor's degree is a plus.
- Mathematical skills (in order to calculate rent, payments, fees, etc).
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office suite and other common applications (Email)
- Property management and/or sales experience strongly preferred, especially a Class A property.
- Must possess valid driver's license.
- Ability to regularly work weekends is required. Occasionally you may be asked to work overtime hours or some time on a holiday.
- Must be able to successfully pass a drug test and criminal background check.

COMPENSATION / BENEFITS

- We offer a competitive compensation package, including base wages and commissions earned on both new leases and renewals.
- Full-time employees are eligible to participate in our benefits program, including paid time off (PTO), paid holidays, insurance, and 401(k) retirement plan with company match.
- Our locations offer a professional atmosphere to advance your career, while having fun!

FLSA STATUS: Full-time, non-exempt employee.

REPORTS TO: Property Manager

DIRECT REPORTS: None

If you feel confident that you are qualified to handle these responsibilities, please submit an application. We look forward to hearing from you!