

HALLKEEN MANAGEMENT

Job Title: Leasing Consultant

Location: Park City Apartments Miami, FL 33169

Hours: Part Time

Job Summary:

Under the regular supervision of the Property Manager the Leasing Consultant is the initial point of contact between potential residents and the property. He/She is responsible for leasing apartments in accordance with policies and procedures set by management. The Leasing Consultant is charged with leasing apartments at the highest effective rent level possible, while maintaining a strong customer service/satisfaction philosophy. He/She must perform all leasing functions to obtain/maintain the occupancy goals set by the company and the owners. The Leasing Consultant processes resident applications and handles assigned day-to-day resident and rental office matters.

Job Duties:

Job responsibilities may include but are not limited to:

- Meets, greets and interviews prospective residents, shows model apartments, accepts rental applications for review and approval and conducts required applicant background investigations.
- Completes guest cards. Enters potential residents and traffic into system and follow-up with the potential resident.
- Prepare/process paperwork for applicants and new residents according to established resident selection criteria.
- Collect and account for the initial payments made by applicants and new residents.
- Walk apartments and community areas to ensure highest quality of living area and readiness for a tour. Ensure the property maintains professional curb appeal at all times. This includes curb appeal of office/community areas, models/vacant, and grounds.
- Analyze the market and competition and oversee the marketing activities based on the information that is gathered. Must be familiar with competitions rents and amenities.
- Prepare required marketing reports (i.e. markets survey, weekly leasing reports, etc), analyze results, and report all marketing needs to manager.

- Ensure that all marketing and collateral materials are accurate and professional.
- Implement and monitor all types of advertising used to maintain and improve occupancy levels. (i.e. post and update regularly on craigslist or otherwise as directed)
- Ensure all local/state/federal fair housing guidelines are being followed.
- Provides miscellaneous administrative (filing, creating documents, answering telephones) support to office operations. Completes special projects as needed, and in the requested timelines/deadlines. Any anticipated difficulties meeting timelines/deadlines should be communicated to property manager promptly
- Handle phone calls from current and prospective residents arranging tours and or answering questions/concerns.
- Maintains accurate resident files and has working knowledge of all lease related documents.
- Accepts service calls from residents; arranges with in-house maintenance staff to complete the required maintenance; performs necessary resident coordination when scheduling maintenance. When necessary and at request of Property Manager, the Leasing Consultant may inspect the completed maintenance work to ensure it was performed according to instruction or generally accepted practice.
- Provide quality, professional service to the residents.
- Implement resident retention program in accordance with the company policy.
- Prepare lease renewals; coordinate all move-in dates and all changes regarding move-outs.
- Develops and maintains Resident relations through courtesy of on-site personnel, promptness of maintenance calls, and knowledge of community policies.

The above listed job description is meant to be a guideline not a complete description. All of the duties of this position are not described above and the employee will be required to perform other related duties as directed by the supervisor and management of the property.

If you are interested in applying or know someone to refer for the position please fax or e-mail your resume to 305-687-5721 or parkcity@hallkeen.com