

Leasing Consultant

We are looking for individuals with outgoing personalities to join our team! Prior leasing experience is not necessary – We Train! Looking for outgoing individuals with prior sales and customer service experience and the drive to learn more.

Leasing Consultant Responsibilities:

- Provide assistance to current and prospective residents, tour available or model apartments, document follow up with prospects and enter traffic into computer tracking system daily.
- Qualify and process leasing applications.
- Prepare all leases, move in packet and renewal paperwork according to policy.
- Walk apartment homes to ensure market readiness and prepare necessary service tickets.
- Assist with property curb appeal.
- Conduct market surveys and shop competition.
- Gain a thorough understanding of our competitive advantage.
- Participate in corporate outreach and other marketing programs.
- Enter resident service requests into the computer, conduct follow up and close tickets.
- Participate in resident functions.
- Delivery of notices to resident apartments as needed.
- Perform other duties as assigned.

Leasing Consultant Requirements and Qualifications:

- College degree preferred.
- One (1) or more years of customer service and sales experience.
- The ability to work with Microsoft Office and exhibit strong attention to detail and organizational skills are important.
- Must demonstrate ability to provide exceptional customer service.
- Demonstrate the ability to successfully work on a team.
- Be able to clearly communicate both orally and in writing.
- Must have superior interpersonal skills, ability to work with diverse personalities, tactful, mature, flexible.
- Must present a professional image.
- Must be resourceful and well organized.

What We Offer:

- Health and Dental insurance
- Flexible Spending Program
- 401k
- Short Term and Long-Term disability
- Employee Assistance Program
- Tuition Reimbursement
- Paid Time Off and Holiday Pay
- Housing Discount for those living and working within
- Paid Volunteer Days
- Bereavement Leave

Qualified candidates looking to join our residential leasing team are invited to send their resume to jobs@dwoskin.com

In accordance with EEOC guidelines, we are an equal opportunity employer and do not discriminate in our hiring or employment practices. All candidates who meet our qualifications above are invited to apply.