



Position Title	Department	Reports to
Leasing Consultant	Operations	Community Manager
Employment Status	FLSA Status	Effective Date
Full-Time	Non-Exempt	3/1/2022

**POSITION SUMMARY:**

The Leasing Consultant position is responsible for acting as the community’s sales representative and properly securing lease agreements from qualified persons.

**ESSENTIAL FUNCTIONS:**

- Demonstrate strong sales skills to both internal and external customers to ensure a 75% retention rate and 95% occupancy
- Manage the leasing process from start to finish
- Follow up with all sales leads via telephone, walk in traffic, internet leads, etc. within 24 hours using RealPage software
- Find qualified leads through referrals, networking, company-supported advertisement, and outreach marketing efforts
- Answer questions and tour apartment homes to determine the needs of potential residents
- Close the sale/renewal by effectively communicating the value of the community
- Maintain 50% closing ratio
- Monitor and follow up on pending renewal offers.
- Develop and maintain positive relationships with potential and current residents.
- Take resident requests, address resident concerns, and resolve them in a professional, friendly manner, within 24 hours
- Assist Property Manager with planning, scheduling, and organizing resident functions to promote resident retention and increase resident satisfaction
- Increase traffic and assist with brand management through social media marketing
- Assess community’s market position in surrounding submarket to maintain a competitive advantage utilizing various tools and resources
- Prepare and assist with all leasing paperwork ensuring accurate completion prior to occupancy
- Maintain professional demeanor at all times
- Streamline processes and effectively manage daily tasks with efficient use of time and resources
- May be required to perform additional duties, as requested by the Property Manager

**EDUCATION & EXPERIENCE:**

- High school diploma/GED required
- Prior customer service experience required

**ADDITIONAL REQUIREMENTS:**

- To successfully fulfill the duties in this position, regular attendance is required.
- Ability to communicate effectively, verbally and in writing
- Use of good judgement in making decisions
- Computer skills required
- Must be able to work a flexible work schedule

**DESCRIBE OFFICE/WORK ENVIRONMENT:**

Work is performed in office/apartment setting with adequate workspace, lighting, ventilation, and comfortable temperatures.

**PHYSICAL DEMANDS:**

- Frequent walking, standing, sitting
- Frequent talking on the phone and in person
- May occasionally be required to lift packages and/or office supplies, up to 50 pounds

*RANE Property Management, LLC is an Equal Opportunity Employer and complies with ADA regulations as applicable.*

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**RECEIVED BY /PRINT EMPLOYEE NAME**

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**EMPLOYEE SIGNATURE**

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**DATE**