

Leasing Consultant

This is a Full-Time position. Weekends required

Hours: Monday-Friday 9 am- 6pm. Saturday 9 am-5pm. Sunday 12 am-5pm

KEY DUTIES

- Perform all aspects of apartment sales from initial contact to showing an apartment to closing and follow up
- Prepare and execute leases in accordance with property standards and regulations
- Assist Manager with Resident files including (but not limited to): applications, leases, Resident correspondence, lease renewal files
- Assist Manager with all aspects of community operations
- Physically inspect community on a daily basis
- Complete all other duties assigned by supervisor
- Handle Resident inquiries promptly and courteously

REQUIRED SKILLS

- Motivation for sales
- Ability to multi-task and prioritize in high stress situations
- Career oriented and highly motivated to succeed
- Working knowledge of Equal Housing Opportunities and the willingness to accept continuous training as needed
- Efficient communication skills and high degree of professionalism, both written and verbal

REQUIRED QUALIFICATIONS

- Valid Driver's license and reliable private transportation
- Basic computer skills (Microsoft Word, Excel, etc.)
- Ability to travel to and assist other properties as need arises

PREFERRED QUALIFICATIONS

- Prior apartment or leasing experience
- Experience using Yardi Voyager
- High School diploma or equivalent

BENEFITS

- Insurance
 - Health Insurance
 - Dental Insurance

- Vision Insurance
- Life Insurance
- Short and Long Term Disability
- Accident Insurance

(Some voluntary benefits are employee paid.)

- 401k
 - Generous 401k matching
- Paid Time Off
 - Paid personal time and holidays
 - Vacation days
- Bonus Program
 - Competitive new move in commissions in addition to hourly pay (leasing staff)
 - Generous resident renewal bonus pay (leasing and maintenance staff)
- Apartment Discount
 - Eligibility for apartment housing discount after 90 days starting at 25%, max 50%
(Gardens of Canal Court and Lockefield Gardens have different discount program.)

Send us your resume at hr@sextonproperties.com