

## JOB DESCRIPTION FORM

**POSITION TITLE:** LEASING CONSULTANT

**REPORTS TO:** COMMUNITY LEADER

**POSITION SUMMARY:** Leasing Consultants assist the Community Leader in the management of the community.

**ESSENTIAL DUTIES:**

- Showing available apartments
- The procurement of applications, when necessary
- Inspections, move in/move outs, following established procedures
- Placement of residents in homes that fit their needs
- Delivery of notices
- Other community management duties as directed by HL Community Leader
- Work to minimize vacancies, promote good working resident and public relations, and assure program compliance with applicants and residents.
- Perform the following clerical duties:
  1. Process all rental applications and maintain the waitlist
  2. Show and rent all vacant apartments
  3. Process all transfers and move outs
  4. Receive and process all service requests
  5. Input certification information
  6. Prepare program compliance reports
  7. Perform credit checks
  8. Maintain records as required.

**KNOWLEDGE AND SKILL REQUIREMENTS:** High school diploma required. Previous property management experience preferred. Ability to work well with others, good communication skills, good computer skills, ability to multi-task.

**TYPICAL PHYSICAL DEMANDS:** Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move office supplies up to 20 lbs.

**TYPICAL WORK CONDITIONS:** Work is performed primarily in an office environment. Employee will frequently tour property and show apartments. Employee frequently interacts directly with residents and other staff members during the workday.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.