

LEASING CONSULTANT

Job Description:

The Leasing Consultant role is both a high energy sales role & customer service. The Leasing Consultant is responsible for leasing luxury apartment homes while building & maintaining member & employee relations. The ideal candidate will have a genuine desire to make a difference in people's lives & a commitment to anticipate & exceed the expectations of our members & future members. The Leasing Consultant reports to the Community Business Manager.

Job Description:

The primary responsibilities of the Leasing Consultant are to lease & pre-lease apartment homes & to assist with resident & employee relations. The ideal candidate is a dynamic, results oriented, self-motivated sales professional. Duties of the Leasing Consultant may include, but are not limited to the following:

1. To Lease & Pre-lease Apartment Homes
 - a. Greet clients according to policies specified in Company training.
 - b. Qualify client needs & eligibility in accordance with Fair Housing Laws & Company policies.
 - c. Tour apartment homes & Community Facilities with clients; discuss all features & benefits of the apartment community & each apartment home.
 - d. Tour model apartment homes.
 - e. Prepare applications; order credit reports & verify employment & residency information.
 - f. Prepare lease documents & addendums.
 - g. Receive deposits & rent money; record & deposit per Company Policies.
 - h. Communicate daily with Maintenance personnel regarding apartment inspections for make-ready status. Notify Maintenance of move-in/move-out dates.
 - i. Compile & prepare leasing, traffic, renewal recap & comparative market analysis reports.
 - j. Administer orientation to new residents. Assist as necessary to ensure a smooth move-in.
 - k. Acquire a thorough knowledge of all Edwards Communities Policies & Procedures as well as the names, locations & features of other Edwards Communities.
2. Resident & Community Relations
 - a. Organize resident social events as designated by the Community Manager.
 - b. Answer phones, take & distribute service requests, accept & distribute resident packages & dry cleaning, check out videos, take movie theatre reservations, & assist residents with business center operations per Company policies.
 - c. Assist residents who visit the office & club facilities.
 - d. Promote high levels of resident retention by establishing rapport with residents through a quarterly contact program, newsletters, resident appreciation programs & a resident oriented approach to superior customer service.
3. Performance
 - a. Meet or exceed closing ratio in accordance with the current Community standards & goals.
 - b. Work schedule includes most weekends & many holidays to accommodate residents & future members.
4. Marketing
 - a. Shop the competition to remain apprised of the competition's floor plans, amenities, pricing, & special offerings.
 - b. Complete market surveys.
 - c. Become involved in programs with local area businesses, charities & service organizations as a way to give back to the Community.

Qualifications:

APPLICANTS MUST HAVE SALES EXPERIENCE

- Dynamic & outgoing personality.
- Proven sales track record.
- Ability to ask for the sale.
- Ability to close the sale.
- Driven sales & goal oriented personality.
- Superior customer service/sales skills & a desire to help people.
- Excellent communication skills.
- Ability to work weekends is an absolute must.
- Professional & polished image.
- Strong decision making skills in a sales environment.
- Ability to handle multiple responsibilities at one time & prioritize in a fast-paced environment.
- Sales motivated.
- Must have a valid driver's license & reliable transportation