

POSITION DESCRIPTION

Bilingual Leasing Agent

Reports To: Property Manager

POSITION SUMMARY

This position involves managing the property leasing processes, ensuring customer satisfaction, and maintaining relationships with tenants. This position requires strong organizational skills, excellent customer service abilities, and familiarity with property management software.

ESSENTIAL FUNCTIONS

Duties and responsibilities include but are not limited to the following:

- Assist prospective tenants in finding suitable rental properties by providing detailed information about available units.
- Conduct property tours and showcase amenities to potential renters.
- Manage leasing paperwork, including contracts and applications, ensuring compliance with all regulations.
- Utilize property management software for data entry and record-keeping.
- Handle tenant inquiries and resolve conflicts effectively to maintain positive relationships.
- Ensure compliance with LIHTC (Low-Income Housing Tax Credit) and Section 8 regulations as applicable.
- Maintain accurate records of leasing activities, including follow-ups and status updates.
- Collaborate with the Property Manager to streamline leasing processes and enhance customer service.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Previous experience in property leasing.
- Familiarity property management software is a plus.
- Strong customer service skills with the ability to manage conflicts professionally.
- Knowledge of LIHTC and Section 8 programs is advantageous.
- Proficient in data entry and office management tasks.
- Excellent communication skills, both verbal and written.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Strong organizational skills with attention to detail.

EDUCATION AND EXPERIENCE

An Associate's or Bachelors's degree in a related field, and at least one year of leasing experience, or a combination of education and relevant experience is required.

Signature: _____

Date: _____