

Leasing Agent

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Company: Smoker & Company LLC

Location: Leola, Pennsylvania

Category: other-general

Smoker Property Management is hiring for a leasing agent/assistant property manager in a fast-paced property management company. Duties cover the entire process needed to fill a vacant unit, including creating ads and posting vacancies, compiling application information, showing vacant units, creating leases and moving in tenants. This position will also assist with obtaining new business for the company. Qualified applicant will have strong skills in communication, multi-tasking and a sharp attention to detail. Must have the ability to prioritize tasks and work within a team structure. Compensation includes a base salary plus commissions and mileage reimbursement

Requirements

Take pictures/video of units when ready to advertise.

Work with the property management team to set the monthly rent amount.

Advertise units and renew postings as needed.

Watch vacancies that are not filling in a timely manner and suggest adjustments.

Compile application information

Showing of vacant properties to qualified applicants

Ensure that all leases/documents/addenda are accurate, fully executed and all monies received.

Collect needed funds and provide keys to new tenants

Additional duties as assigned.

Qualifications:

MUST have a valid PA Real Estate License.

Ability to multi-task in a fast-paced environment.

Organizational skills essential.

Strong communication skills, by phone or email.

Ability to work independently and in a team environment.

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