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# Example of Leasing Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of leasing assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for leasing assistant

* Organize
* Cash Postings
* Prepare conference call minutes, staff meeting minutes, ​
* Assist in the production of proposals, ranging from standard pitches to larger, more intensive proposals on behalf of external clients
* Prepare and distribute marketing materials and packages including maps, aerials, team marketing pieces, property brochures, property flyers, email blasts and tour books
* Active liaison with marketing department – engage marketing resources when necessary to create marketing deliverables
* You will ideally have previous experience in property/retail or in a similar position
* Performing departments administrative functions including maintaining department files, performing phone coverage as needed, assisting in travel arrangements, meeting planning
* Ensure the leasing team is focused and highly productive in an effort to meet or exceed leasing goals of new development
* Responsible for weekly reporting to leasing manager tracking traffic, sources, appointments, and leases daily

## Qualifications for leasing assistant

* Minimum of 12 years' experience in sizable organization in retail landlord sector, including 8 years in managerial capacity
* Sound knowledge and ability to understand and initiate planning proposals for expansion projects with attention to details
* With excellent communication and interpersonal skills to liaise with various internal and external parties, such as to build up and maintain close rapport with retailers
* Workplace experience, minimum of 2 years in an administrative support role or marketing role
* Proficient in InDesign/Illustrator/Photoshop and HTML (Squarespace familiarity)
* Ability to learn new mapping, graphics and industry specific software