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# Example of Leasing Assistant Job Description

Our innovative and growing company is looking for a 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

* Responsible for reviewing the leasing files to ensure accuracy
* Maintain a positive customer relations attitude
* Ensure compliance of policies
* Contact prospective residents, create guest cards, and input their information into database
* Conduct presentations of the building and show apartments to prospective residents
* Assist prospective residents with the application process
* Conduct lease signing and ensure accuracy of all lease documents
* Ensure approved applicants’ move-in process is smooth and flawless by providing and explaining the lease agreement and move-in package
* Working within the local brokerage community to develop prospects and to accumulate pertinent market data
* Entering all Specialty Leasing (SL) lease agreements into the SalesForce system and tracking of said agreements

## Qualifications for leasing assistant

* Learning on the fly, learn quickly when facing new problems, open to change and enjoys the challenge of unfamiliar tasks
* Self-starter, able to start and complete project independently
* Attention to detail, thorough in accomplishing a task with concern for all the areas involved, will not overlook what needs to be done
* Can effectively cope with change and shift gears comfortably
* Dedicated to meeting the expectations and requirements of the external and internal customer, establishes and maintains effective relationships with customers to gain their trust and respect
* 5 years banking experience, including managerial experience, related operational experience