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# Example of Leasing Assistant Job Description

Our company is searching for experienced candidates for the position of leasing assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for leasing assistant

* Facilitates interdepartmental team and client meetings effectively including Transition Meeting
* Effectively communicates relevant project information to executive team
* Resolves and/or escalates transition issues in a timely fashion
* Advised Interdepartmental team of any unique items relevant to the transitioning client
* Facilitate all aspects in the apartment leasing process, including touring and leasing apartments
* Advanced bookkeeping and clerical work
* Respond to internet leads, answer prospect calls and conduct property tours following the guidelines
* Planning and executing onsite marketing and advertising directives
* Support a Commercial Leasing Relationship Manager and their portfolio of approximately 30-50 applications per month
* Receive and review applications and supporting documentation from the Relationship Manager

## Qualifications for leasing assistant

* 2+ years of directly related community management, HOA or property management administrative or closely related administrative experience
* Input applications into the bank system and track progress
* Coordinate preparing documents and scheduling the closing date with the Relationship Manager and clients
* Answer phone calls and emails from Relationship Managers and clients
* Perform basic service transactions such as address changes, accept loan payments, give account balances, and other banking tasks
* Partner with management and other bank departments to research client issues and ensure timely resolution