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# Example of Leasing Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of leasing manager. 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 manager

* Audit and adhere to lease file policy with consistency
* Review aged vacancies, market-ready apartments and models
* Ensures accuracy of leasing data entered into the property software by all leasing associates
* Ensures that the leasing office, models and target apartments are in a presentable condition
* Trains new leasing associates and ensures all policy and procedures are followed with
* Monitors closing ratios of the leasing team
* Coordinate with property management and marketing department to execute the marketing and leasing strategy
* Become the local expert in the market with a focus on knowing competitive assets and their tenancy, the development pipeline, and other economic drivers that could impact asset performance
* Coordinate lease process information flow
* Control the flow of new lease commencements and lease extensions both in the context of communication with internal constituents and lessors

## Qualifications for leasing manager

* Thorough understanding of commercial leasing practices, legislation and procedures
* Minimum 5 to 10 years experience in leasing of commercial properties, selling, negotiating and financial management as broker and/or landlord representative
* Previous experience working in property management environment, in sales, marketing, and customer service environment
* Three to five years’ experience in the multifamily industry, preferably in an on-site leasing position preferred
* Proficient use of excel and all Microsoft office software
* Ability to work at least one weekend day