



Example of Leasing Agent Job Description

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Our company is looking to fill the role of leasing agent. 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 agent

- Maintaining vacancy schedules
- Understanding the surrounding area and overall real estate market
- The position will require about 25% field work and the applicant needs to feel comfortable working in an outdoor environment, sometimes a heavily wooded environment
- Manage the lead to lease generation and approval process
- Communicate the lease process and applicant requirements to prospects
- Prepare leasing reports for the management team
- This position reports to the Facilities Leasing Manager
- This position supports Real Estate needs for all other departments throughout the company
- As well this position works closely with the Legal and Finance departments ensuring that all documents are reviewed by policy and approved through finance
- Receive all telephone calls and in-person visits

Qualifications for leasing agent

- Valid California Real Estate Salesperson's or Broker's License **REQUIRED**
- Commercial Real Estate Leasing experience **REQUIRED**
- Qualified candidates must have at least 3+ years proven experience in commercial & retail leasing environment, or experience in overseeing retail

- Proven sales and negotiation skills and in working with team members and have strategic planning skills
- Position requires evening hours & weekends
- JD from an accredited law school (Alabama, Cumberland)