



Example of Leasing Agent Job Description

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Our innovative and growing company is hiring for a leasing agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for leasing agent

- Writing marketing submissions, Information Memorandums and Property Summaries
- Creating and maintaining property, company and contact records on the property database
- Develop a client base that generates a qualifiable and sustainable number of referrals and leads that produces income for the Associate, Team and Company
- Assist in preparing submissions for prospective key property appointments
- Draft leasing forms including but not limited to Heads of Agreements and Form 6's
- Interface with clients and prospects to successfully define the parameters, lease terms, and limitations surrounding a possible lease, listing and related agreements
- Attend weekly leasing department staff meetings to discuss prospects, properties and share ideas with Team
- Assist in the marketing of each assigned property and ensure accurate and timely updates are made to all collateral, websites, as necessary
- Greet prospects and qualify by covering all criteria
- Conduct property tours

Qualifications for leasing agent

- Highest degree of professionalism at all times while on site

- Persuasive communication, marketing, and sales skills
- Above all, Empire is looking for talented and seasoned real estate professionals
- 5 - 10years commercial leasing experience