



Example of Leasing Consultant Job Description

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Our innovative and growing company is looking for a leasing consultant. 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 consultant

- Alerts the Accounts Payable Manager and other appropriate personnel of accounts payable related problems and questionable invoices/documents
- Promptly answers and responds to inquiries from the staff, sites, management and vendors (as appropriate)
- Review statements and follow up with vendor regarding any outstanding invoices
- Reviews prior balances on statements/bills, checking for double payments
- Update/Maintain AP Log on a daily basis
- Prior sales experience in leasing, retail, banking, or other related fields(s)

Qualifications for leasing consultant

- Must possess professional written and verbal communication skills
- MINIMUM of two years' LEASING CONSULTANT exp in a conventional apartment community
- Minimum of two years' of leasing consultant experience in a sales-goal or commission based environment
- Experience with mixed-income buildings, a major plus!
- Must possess good computer skills including Microsoft Office (Word, Excel, and Outlook)
- Minimum of one year leasing experience in the multi-family industry