



Example of Leasing Consultant Job Description

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Our growing company is hiring 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

- Associate's degree (A.A./A.S.) in Business or related field or equivalent combination of education and experience required
- 2-3 Saturdays a month -rotating Sundays off
- Initial questions most likely come through you first
- Experience with tax credit/section 8/market rate housing is a plus!
- At least one year of direct experience with the LEASING process
- At least two years of sales / leasing

Qualifications for leasing consultant

- Minimum of one year of office experience is required
- Minimum of two years' apartment leasing experience in a sales-goal or commission based environment
- A minimum of 2-3 years of goal-driven sales and customer maintenance experience
- High School Diploma/BA with 0-5 years of experience
- Prior experience in leasing, sales, or hospitality preferred
- This position requires a High School Diploma/GED