



# Example of Leasing Coordinator Job Description

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Our company is looking to fill the role of leasing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for leasing coordinator

- Conduct phone shops, follow up calls and emails as needed
- Follow up on leasing and new hire orientation workbooks for all new employees
- Compile standard SOX payment plan request reports
- Reviews and edit website(s) content as needed
- Set-up LAMS training sessions, weekly leasing training sessions and weekly marketing training sessions
- Preparation of leasing training workbooks
- Conduct market survey research as needed
- Update monthly marketing budget actuals
- Set-up, organize and maintain physical and electronic filing system
- Social media budget and content updates as needed

## Qualifications for leasing coordinator

- Schedule online meetings and calls
- Preparation of property marketing communications
- Create, schedule and send property marketing eblasts
- Annual lease document change process
- Compilation of university and property data as needed
- Student/multi-family housing industry