



Example of Leasing Coordinator Job Description

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

- Train incoming Kiosk Leasing manager and miscellaneous business development employees to create specialty and perm deals in Salesforce generate license agreements
- Research budgeted income for specific accounts to determine proposal vs
- Supervise and train leasing staff
- Schedule and successfully implement monthly residence life event calendar
- Coordinate with General Manager and Assistant General Manager to develop marketing plan
- Audit lease files weekly for correct and accurate paperwork
- Performs all accountabilities in a timely and efficient manner
- Recommends and implements corrective action on service, presentation, organization, and productivity
- Projects a favorable image of the community to achieve property objectives and public recognition
- Generates traffic of prospective customers by utilizing advertisements for periodicals, direct mailers, follow up letters, telemarketing campaigns, in-house programs

Qualifications for leasing coordinator

- Advanced proficiency in Microsoft Word is required
- Must interact diplomatically with corporate and shopping center employees,

- Managing site marketing programs (direct mail, social media, advertising, competitive analysis)
- Ability to manage administrative functions that include guiding new residents through the application and move-in process (Performing background / credit checks, writing up leasing contracts)
- Must be friendly and energetic
- Must be able to work two weekends per month