



Example of Leasing Coordinator Job Description

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Our growing company is looking to fill the role of leasing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for leasing coordinator

- Assists with the design of advertisements for periodicals, direct mailers, follow up letters, telemarketing campaigns, in-house programs
- Conducts all functions necessary to close the sale, including making appointments, generating new leads, conducting tours, maintaining show rooms, and any follow-up necessary
- Regularly completes market surveys, including university and local marketing conditions
- Conducts all functions necessary to maximize revenue during the summer, including leasing all space, coordinating with other departments
- Performs after hours duties as needed (i.e., attend student functions, PR events)
- Assists with the development and implementation of ideas to retain residents
- Coordinates assigning of rooms, matching roommates, minimizing changes
- Places customer needs, requests, and follow-up as a number one priority
- Organize all leasing related documents and files
- Handle leasing inquiries

Qualifications for leasing coordinator

- Experience in the student/multi-family housing industry preferred
- Previous experience in leasing or hospitality is strongly preferred
- Bilingual (English/Korean) is preferred but not required
- Construction plan sets, specifications, legal descriptions, parcel maps, and

- Minimum of 5-7 years of administrative experience, preferably within the real estate industry supporting more than one person
- Strong ability to multi-task with multiple projects and deadlines in a high volume work environment