



# Example of Leasing Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of leasing coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for leasing coordinator

- Customer Service position which entails one-on-one and group interactions with potential residents
- Resident Assignments for 9100 homes
- No cold calls but many incoming calls
- Lease Signing
- Possible wait list management opportunity
- Creates lease documents
- Creates purchase orders and places orders with vendors
- Maintains contact with vendors to make sure product is shipping and collects/processes vendor invoices for payment
- Makes client phone calls to verify that all equipment has been received and onboard new clients
- Reviews lease documents for accuracy based on lease structure and customer requirements

## Qualifications for leasing coordinator

- Advanced skills with Microsoft Outlook, including extension calendaring for multiple people
- Experience with Adobe Photoshop and/or Adobe Illustrator a requirement
- Experience with Yardi, Co-Star, Google Earth, and mapping software a plus
- Must be able to work independently and to take initiative to get things done

- Must have experience with contracts, letters of intent, counter offers and other leasing documents
- Ability to travel 2-3 times a year for up to 4 days at a time