



# Example of Leasing Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for leasing manager

- Set goals for performance and hold the Sales Team accountable for those goals on a daily, weekly and monthly basis
- Conduct daily meetings to review goals and maintain communication with the Sales Team
- Manage the communication with the Company's call center to ensure appointments and guest cards are transmitted accurately and followed up on by the Sales Team
- Manage ongoing, informal contests and create incentives, as required, for the Sales Team to reach targets
- Directly lease apartments to both train associates and fill-in as required
- Identify training opportunities and work with Sales Director and/or Training Department to deliver needed training programs
- Utilize outside competitive shop companies to identify areas of opportunity
- Maintains building and land leases throughout the assigned workload area, initiates lease rental increases, renewal options, and Right of First Refusal options in a timely and efficient manner
- Initiates new leases for hospital owned space throughout the system and tracks the leases as they go through the leasing process
- Maintains a leased space rent roll for the assigned workload

## Qualifications for leasing manager

- Ability to work most weekends is required

- A valid driver's license may be required depending on needs of the property
- 5+ years minimum of experience in leasing and brokerage field and related business experience in connection with the sourcing, negotiation, and execution of commercial leases/contracts
- This position requires an Associate Degree in Property Management, in lieu of degree Property Management experience