



## Example of Leasing Job Description

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Our company is growing rapidly and is looking for a leasing. 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

- Create, maintain, grow and foster quality relationships with existing and prospective tenants
- Establish contact and trusting relationships with broker community
- Lease processing oversight – lease process checklists, delivery of security deposits, insurance certificates, environmental checklists
- Manage tenant renewals as directed by manager
- Create and execute effective sales & direct marketing strategies
- Build and maintain effective sales market plan
- Maintain a strong follow-up system to maintain contact with prospective and current leasing and sales customers
- Participate in industry forums, trade shows, and conferences as a representative of the organization as needed
- Both assisting and leading new and renewal lease negotiation and corresponding financial analysis for a portfolio totaling over 1.5M square feet
- Manage all aspects of the leasing process, including leasing apartments, preparing lease paperwork and assisting to ensure a smooth move-in

### Qualifications for leasing

- Minimum of two years' leasing sales experience in a sales-goal in a commission based environment
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- Develop a network of emergency services and be available for 24 hour/weekend coverage
- Manage tenant relations and coordinate requests for repairs and maintenance