



## Example of Leasing Job Description

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

- Process applications, and prepare and review lease agreements and renewals
- Respond to in-person, phone and email inquiries, which includes providing leasing information, making appointments and creating and following up with maintenance requests
- Assist with completing weekly, monthly and special reports as assigned by the Leasing Manager or Business Manager
- Receive deposits and rent money, and record appropriately
- Strong ability to interact successfully with others at all levels of the organization
- NYS Real Estate license is required

### Qualifications for leasing

- Maintain/update all advertising/marketing for all properties
- Prior leasing experience a plus
- Must be able to work well with all types of people
- Must be able to work schedule to include some Saturdays
- Temporary assignment, with next placement TBD
- Two or more years' experience in a customer centric business environment with administrative responsibilities