

# Property Management Career: Leasing Consultant

## CAREER DESCRIPTION

A Leasing Consultant is an entry level position in the property management field and is the primary point of contact for all potential customers. When prospects visit in person, their focus is to greet them and highlight the advantages of living at that property. This includes touring, explaining amenities, reviewing price options and completing lease paperwork. Follow up on customer leads from phone calls and online inquiries is also imperative in assisting with marketing efforts. Leasing Consultants will generate qualified traffic by becoming involved in the local community as well as participating in outreach programs.

### SKILL SET

- **Adaptability** (Able to understand and meet the needs of clientele with different backgrounds)
- **Organization** (Manage property rental availability and organize lease files)
- **Proficient Computer Skills** (Run applications, print leases, etc.)
- **Ability to Multitask** (handle and prioritize various projects)

### PERSONALITY TRAITS

- **Friendly** (Welcomes prospects and new residents)
- **Energetic** (Ability to remain active within the sales process)
- **Engaging** (Ability to draw attention and interest to the Property/Product)
- **Self-Motivation** (Ability to be resourceful and creative to drive traffic during slow periods)

### PREVIOUS JOB EXPERIENCE

- Restaurant Wait Staff/Servers
- Retail Sales
- Auto Sales

### EDUCATION

- High School diploma/GED
- Associate's or Bachelor's degree desirable

## Leasing Consultant Career Path

Salary Range: \$9.60-\$16.90/hr

