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Leasing Agent

The qualified candidate is accountable for property leasing.

Responsibilities include:

- Touring property with prospective residents and leasing apartments
- Processing apartment applications
- Executing apartment leases
- Resident verification, file maintenance, compilation and completion
- Assist in planning, organizing and executing resident functions
- Assist in all related office operations (orderings supplies, etc.)
- Maintaining a high level of resident customer satisfaction
- Continuing education

The qualified candidate must meet the following qualifications:

- A high school diploma
- One to three years of customer service experience, preferably in the apartment industry
- Basic computer comprehension
- Must be able to lift and move up to 25 pounds
- Willingness to work and show property in adverse weather conditions
- Highly motivated to lease apartments
- Detail oriented
- Ability to work well with others and support a team environment
- Demonstrate the ability to anticipate and solve practical problems

How to apply:

Interested candidates should send their resume to Human Resources at hr@emmergroup.com.

For consideration, resumes need to be accompanied with an Emmer Group application. To obtain our application please visit our website at www.emmergroup.com/about-us/careers.

Visit us online for current opportunities and to learn more:

www.emmergroup.com/about-us-careers



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Building the places you call
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