



the emmer
group

Leasing Manager

The qualified candidate is accountable for property management.

Responsibilities include:

- Touring property with prospective residents and leasing apartments
- Processing apartment applications
- Completing and maintaining resident files
- Planning, preparation and writing of property newsletter
- Enforcing rent payments and sending of late payment notices
- Planning, organizing and executing resident functions
- Related office operations (answering phones, ordering supplies, etc.)
- Maintaining a high level of resident customer satisfaction

The qualified candidate must meet the following qualifications:

- A high school diploma or GED
- One to three years of customer service experience, preferably in the apartment industry
- Average to advanced computer comprehension
- Must be able to lift and move up to 25 pounds
- 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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