

Job Description**Formal Position Title**

Leasing Administrator

Employment Type

At will

Exempt or Non-Exempt Under the Fair Labor Standards Act

Non-exempt

Full-Time or Part-Time

Full-time

Pay

\$15.00 per hour

Benefits

Paid time off

Medical insurance

Dental insurance

Location

Most functions of the Leasing Coordinator position will take place at the Braden Group office in Oklahoma City, in the Oklahoma City metro, and in surrounding areas.

Work-Related Travel

The Leasing Coordinator will be expected to travel within the greater Oklahoma City metro area and areas surrounding the Oklahoma City metro using the company car or a personal car.

Work-Related Travel Duration and Frequency

The Leasing Coordinator position requires some travel during working hours by car. Required travel time for this position will fall between zero (0) and five (5) hours per week. Usually, the Leasing Coordinator will travel zero (0) to two (2) times per week for zero (0) to two (2) hours at a time.

Hours of Work

Hours of work for this position will be Monday through Friday from 9:30 AM to 5:30 PM. The Leasing Coordinator will be expected to come in for the same time period each work day, and all schedule changes thereafter must be submitted in writing to a supervisor and approved.

Reports To

The Leasing Coordinator will report to the Leasing Manager.

Description revised on March 27th, 2022

Oversees

The Leasing Coordinator will not oversee other positions.

Key Working Relationships

While the Leasing Coordinator will work with all positions, this position will work most closely with the Leasing Manager, the Administrative Director, and the Leasing Agents.

Job Overview

The Leasing Coordinator will provide clerical, administrative, and other general office services in order to increase the efficiency of company functions. A successful Leasing Coordinator will perform the duties and responsibilities described here in a manner that is efficient, accurate, and professional. The Leasing Coordinator will work within the Administrative Department in the Leasing Division.

Duties and Responsibilities

- Use company software to post property listings, to assign lockboxes to properties, to monitor feedback from leads, and to perform other related operations
- Use company phone and computer to answer and correspond with leads
- Schedule professional pictures for properties
- Track property keys and lockboxes using spreadsheets
- Label, maintain, and organize property keys and lockboxes
- Make copies of property keys as necessary
- Request more lockboxes as necessary
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- Abide by company policy
- Clock in and out on software used by company for time tracking
- Collect and enter data into spreadsheets
- Make copies and scans of documents
- Create, handle, and transport company documentation
- Upload both confidential and non-confidential pictures and documents to company software
- Handle and file both confidential and non-confidential documents
- Maintain physical and online records as specified by assigned tasks, supervisor, and/or Company policy
- Perform checks of the accuracy of data in spreadsheets and software
- Perform general office duties, such as creating or maintaining documentation, cleaning and tidying common areas, and organizing inventory
- Attend meetings
- Answer work-related correspondence
- Complete any other tasks assigned to this position by Company
- Cover other roles within the office as needed

Preferred Skills

- Excellent computer skills

Description revised on March 27th, 2022

- Excellent typing skills
- Experience with Microsoft Word or Google Docs
- Experience with Microsoft Excel or Google Sheets
- Ability to use Google Workspace tools and software for work-related functions
 - *Note: This includes Gmail, Drive, Calendar, Hangouts, Docs, Sheets, and Slides*
- Ability to use Rently (leasing software)
- Ability to use Buildium (property management software)
- Excellent time management and organizational skills
- Excellent written and verbal communication skills
- Excellent teamwork skills
- Professional attitude
- Attention to detail
- Ability to concentrate on repetitive tasks for extended periods of time

Qualifications and Requirements

- Valid driver’s license
- Clean background check
- Clean driving record for the past 2 years
- 21 years of age or older
- Insurable under Company’s car insurance policy
- Must be reachable by personal cell phone during business hours
- Must be fluent in English

I acknowledge that I have received and read the job description for the Leasing Coordinator position at Redneck Investments, LLC (d/b/a Braden Group).

Employee Printed Name	Employee Position/Title
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Employee Signature	Date
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Witness Printed Name	Witness Position/Title
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Witness Signature	Date
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