

Title: Leasing Agent

FLSA Status: Non-Exempt

Reports to: Director of Administration

Position Summary

The Leasing Agent is responsible for approving applications, renting out housing properties and assisting tenants with their needs.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

- Meet potential renters and guide them on tours of available units.
- Keep residents informed of any changes to rental agreements or upcoming property issues.
- Follow up on leads for potential renters.
- Perform background checks, credit checks and other responsibilities to determine if applicants are qualified to rent property.
- Prepare leasing documents for potential renters using property standards and regulations.
- Collect rent payments, security deposits and application fees.

Competency Statements:

- Great organization, project management and time management abilities.
- Efficient problem-solving and decision-making skills.
- Effective communication skills, including verbal and written communication.
- Multitasking and time management skills.
- Collaboration and teamwork abilities.
- Ability to think critically and find solutions to complex problems.

Supervisory Responsibility

This role has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required.

Stand	C	Reach above shoulder	O
Walk	C	Climb	O
Sit	F	Crawl	N
Reach Outward	F	Squat/Kneel/Bend	O

<u>Lift/Carry</u>		<u>Push/Pull</u>	
10 lbs or less	O	10 lbs or less	O
11-20 lbs	N	11-20 lbs	N
21-50 lbs	N	21-50 lbs	N
50+ lbs	N	50+ lbs	N

N (Not Applicable) Activity is no applicable to this occupation
O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently) Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)
C (Constantly) Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a Full-Time position with typical working hours of Monday through Friday, 9:00 a.m. to 6:00 p.m. Hours and work shift may change in accordance with business needs.

Required Education and Experience

Licenses: Real Estate License
Experience: 1-3 years of Real Estate experience.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

Signatures:

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to

perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.