



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
(210) 231-2003 • Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Leasing Agent	SEND RESUME TO	jobs@habctx.org
SUPERVISOR	Property Manager	DEPARTMENT	BMDC
REGULAR/TEMP	Regular	FULL/PART	Full-time

Position open until filled

POSITION SUMMARY:

Show and leases apartment units to qualified applicants based on property rental criteria. Apply property marketing requirements. Additional duties or job functions that can be performed safely may be required as deemed necessary by the property manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following but are not limited to the job specifications contained herein:

- Completes lease form or agreement and collects rent and deposits.
- Responsible for insuring target apartments are ready for show.
- Responsible in preleasing NTV units and utilizing commission-based incentive.
- Must have an awareness of “curb appeal” of the property and display marketing material for leasing daily.
- Through knowledge of lease terms, specifications, and all community policies.
- Knowledgeable of Market TAA Contract, Sec 8, tax credit, and Affordable Housing paperwork.
- Fully informed of current rates, locations, and all amenities of property.
- Responsible for “shopping” competitive properties as needed and conduct market surveys monthly.
- Develop full knowledge of applications information required, screening process and policies regarding Rentals, including Fair Housing knowledge and practices.
- Responsible for conducting outreach marketing and organizing resident events.
- Responsible to play an active role in the renewal process for all programs.
- Responsible for proper filling of all resident information and maintaining property files per program requirement.
- Efficient and timely processing of all required administrative forms, reports and related Information.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
- Courteous, efficient handling of residents’ requests and complaints, including creation of work orders.
- Responsible for always maintaining a professional appearance and outgoing attitude.
- Responsible for maintaining work areas and office in clean and orderly manner
- And any other duties as assigned.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty Satisfactory. The requirements listed below are a representative of the knowledge, skill and/or ability required. Including knowledge of Fair Housing, Apartment management leasing experience. To also include computer software program skills with word, excel, power point, outlook. Background use of Emphasis software is preferred but not required and must be trainable.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D.; one to three year's Apartment Leasing experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees. Ability to speak Spanish preferred, but not required.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as rent calculations, interest, portions and percentages. .

PHYSICAL DEMANDS:

The employee frequently is required to stand, walk, sit and use hands and arms. The employee will occasionally lift and/or climb, balance, stoop, kneel, crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include closed vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level is usually moderate.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.