

Apartment Leasing Agent- Beaumont

ESSENTIAL FUNCTIONS:

- Lease apartment homes by selling the benefits of our communities
- Always be selling – over the phone, through email and in person. You are the subject expert on the product, the property and the local neighborhood
- Generate leads by conducting effective follow up on the phone & through email
- Provide exceptional and consistent customer service to prospects
- Create & implement promotional programs
- Maintain accurate online resident files
- Work weekends to be available when prospective residents are out looking for their new home. 1 weekends per month required

REQUIRED SKILLS/ABILITIES

- Ability to build rapport with prospects, actively listen, and help identify their needs
- Amazing people skills and sales skills.
- Must be a multi-tasker who can work hard under pressure and produce results!
- Excellent written and oral communication skills.
- Must be proficiency in computers (MS OFFICE), technology, online marketing and online property management software.
- Background check required

EDUCATION & EXPERIENCE:

- 6 months to 1 year of prior apartment sales experience
- High School Diploma or equivalent

BENEFITS OFFERED:

- \$12-\$14 hourly plus high commissions
- Health insurance
- Apartment discount
- Bonuses

Hours:

- 8:30am – 5:30pm (1 Saturday a month from 10:30am- 3:00pm)