

Leasing Specialist

This is a workforce staff-managed job posting. If you wish to make changes to the job posting, [contact](#)

Wf Sol Mrg Del Rio.

General Information

Job Posting ID: 8610572	Creation Date: Feb 28, 2018
Employer Posting No: ---	Closing Date: Mar 31, 2018
Job Site Address: BRACKETTVILLE, Texas 78832	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Open
Contacts: 0 of 50	

Job Description

Responsible for assisting in managerial and administrative work involving the management and operations of Brackettville Housing Authority. Greets visitors and answers incoming calls and handles inquiries from applicants and general public. Assists in processing applications, quote prices, describes features, discusses terms of lease and property rules, rent collections and communicates property and community amenities and available neighborhood services. Receives calls from residents requesting maintenance services and determines whether the nature of the work orders are of an urgent, emergency, or a routine nature. Prioritizes by categories, enters data into computerized system, and routes to appropriate maintenance personnel. Maintains a complete and accurate daily log tracking work orders generated, closed, and in progress, and updates status of all pending work orders. Maintain complete and accurate work order files for each unit. Performs all other duties as assigned.

Supervisory Experience

Required: No

Pay: Starts at \$9.05 / HR

Shift: Days (First)

Duration: Temp OR Temp to Hire

Workweek: Full Time

Veterans Only: Yes

Federal

Contractor: No

Eagle Ford Shale

Job: No

**Is this job related
to Hurricane
Harvey Clean-
up/Restoration?:** No

Job Requirements

Occupation: Office Clerks, General

Minimum Experience and 2 yrs 0 mos **and High School Diploma/GED**

Education:

Additional Requirements

Driver's License

Type: Class C - Standard Driver's License