

Leasing Specialist

General Information

Job Posting ID: 8700318	Creation Date: Dec 19, 2018
Employer Posting No: --	Closing Date: Jan 18, 2019
Job Site Address: DEL RIO, Texas 78840	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 0 of 50	Status: Open

Job Description

Responsible of assisting in managerial and administrative work involving the management and operation of Villa Hermosa. Greets visitors and answers incoming calls and handles inquiries from applicants and general public. Assists the Housing Manager in showing vacant units to prospective residents, assists in processing applications, quotes price, describes features, discusses terms of lease & property rules, and communicates property and community amenities and available neighborhood services. Receives calls from residents and/or Housing Manager 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. Acts as assigned Housing Manager in his/her absence. Performs other duties as assigned.

Supervisory Experience

Required: No

Pay: Starts at \$9.05 / HR

Additional Pay Details: Full Benefit package after successful completion of 6-month introductory period.

Shift: Days (First)

Duration: Regular

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 Education: 2 yrs 0 mos and High School Diploma/GED

Additional Requirements

Driver's License

Type: Class C - Standard Driver's License