



# People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

## Residential Leasing Associate

**Department:** Property and Asset Management

**Classification:** Exempt

**Reports to:** Vice President, Property and Asset Management

### JOB DESCRIPTION

#### **Summary:**

The Residential Leasing Associate is responsible for marketing, leasing, and pre-leasing of rental units. Duties are to include, but not limited to: Application processing, Pre-move in apartment inspections, Resident Retention activities, Lease and Lease renewal process. Assist Property Manager with compliance requirements.

#### **Essential Duties and Responsibilities**

##### **Leasing:**

- Create leasing plan for new developments
- Interview prospective applicants; follow developments' selection criteria
- Responsible for application & move-in process verifications; update all applicable lease attachments
- Maintain Wait List in accordance with Fair Housing laws
- Process rental payments and late notices
- Achieve set occupancy for assigned portfolio as determined in the MPA
- Provide leasing for all properties including new properties in development pipeline
- Lease up vacant units and limit vacancy to 60 days
- Prepare Weekly Leasing Activity Report
- Process and manage damage charges
- Create and maintain a new tenant handbook
- Process applications to obtain subsidy for units when Request For Proposals becomes available
- Responsible for Yardi software management

##### **Marketing:**

- Market developments as needed and adhere to Affirmative Fair Marketing requirements
- Review/update marketing plans; selection criteria for each assigned development

##### **Penrose Properties:**

- Serve as liaison for the leasing and applicant referrals for vacant units, ensure good communication between PEC and Penrose Management Company at Cloisters III



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## **Competencies:**

- Results Orientation
- Organizing and Planning
- Oral and Written Communications
- Problem Solving/Decision Making
- Initiative
- Composure
- Relationship Building

## **Required Education and Experience:**

- Bachelor's Degree and five years of relevant work experience.
- Ideal candidate will have a varied work experience in two or more of the following: commercial, residential, or institutional property management.
- Experience leasing units with government rent subsidies, such as Section 8 vouchers.
- Working knowledge of Fire, Life Safety, OSHA, ADA, PHA, HUD rules and regulations.

## **Preferred Education and Experience:**

- Working knowledge of Yardi or other asset management software and MS Project or other project scheduling software.
- Certified Occupancy Specialist Certification

## **Additional Eligibility Qualifications:**

This position requires the ability to work a flexible schedule including occasional evening and weekend hours.

## **Work Environment:**

This job operates in an office environment and residential units. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

## **Other Duties:**

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.



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***PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.***

Send resumes to [resumepm@pec-cares.org](mailto:resumepm@pec-cares.org).