*https://reliablestaffing.com/job/leasing-agent-full-time-rsckr4164/*

# Leasing Agent-Full Time-RSCKR4164

**Description**
Reliable Staffing Kerrville is now seeking a Leasing Agent. Responsibilities:
Recording and updating details of prospective and existing landlords and tenants into computer database swiftly. Examining properties and informing maintenance staff of issues. Advertising available properties and conducting property tours as part of marketing activities. Screening prospective tenants to ensure they meet eligibility requirements. Completing lease applications and assisting with verification of application information. Informing prospective tenants of results. Inspecting properties when tenants take occupation and vacate. Liaising with tenants to provide information and address their complaints and concerns. Maintaining and storing documentation effectively. Accepting rent payments, security deposits and other applicable fees.

**Job Location**
407 Junction Highway, Unit A, 78028, Kerrville, Texas, United States

**Valid through**
18.09.2029

**Base Salary**
$ 46,014 - $ 59,912

**Employment Type**
Full-time

**Hiring organization**
Reliable Staffing Corporation

**Contacts**
jobplacements@reliablestaffing.com

**Qualifications**
Requirements:
High School diploma, GED, or suitable alternative. Proficient knowledge of real estate industry, property management principles and relevant legislation. Valid drivers license and own reliable transport. Outstanding communication skills, both verbal and written. Excellent negotiation and problem solving skills. Strong people skills. Available to work extended hours.

**Apply Now**
REGISTER AND SUBMIT YOUR APPLICATION