



<https://reliablestaffing.com/job/leasing-consultant-full-time-rscwac4063/>

## Leasing Consultant-Full Time- RSCWAC4063

### Description

Reliable Staffing Waco is now seeking a Leasing Consultant. Description Job description: We have great opportunity for a Leasing Professionals to join our team. Qualified Leasing Professionals will have outstanding customer service and sales ability and strong verbal and written communication skills. Additionally, candidates must be organized and possess strong computer skills. Weekends required. We offer competitive pay and benefits, as well as opportunity for advancement. Reliable Staffing requires a background and drug screen as a condition of employment.

### Job Location

8920 Business Park Drive Suite 250 Unit 7, 78759, Austin, Texas, United States

### Date posted

October 27, 2023

### Base Salary

\$ 25,000 - \$ 36,000

### Employment Type

Full-time

### Hiring organization

Reliable Staffing Corporation

### Contacts

RSCWAC4063

### Industry

Sales

### Qualifications

Job Requirements, Education, training, experience: Performs leasing, marketing, customer service and administrative duties, to include: Leases and markets vacant and upcoming apartments. Completes all leasing paperwork. Compiles and processes applications for approval. Explains lease and all appropriate addenda to new resident. Walks apartments and reports all necessary improvements. Assists with resident relations. Keys in all fees, deposits, and new lease information. Shows apartments to prospective leases. Accepts and completes Notice to Vacate forms. Accepts rental payments. Other duties as assigned.

**Education****EDUCATION REQUIREMENT:**

A high school diploma or equivalent and professional knowledge of business discipline are required.

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