



**Job Opening for Leasing Specialist
Malvern Manor Apartments
Richmond, Virginia**

Qualifications & Abilities

The ideal candidate will possess the following qualities:

- ✓ Bachelor's Degree in Marketing or related field **OR**
- ✓ Minimum of one year experience in leasing and property management or combination of education and experience
- ✓ Good leasing and/or closing skills
- ✓ Proficient in Microsoft Office
- ✓ Strong organizational and communication skills
- ✓ Team player

Areas of Responsibility

The Leasing Specialist is responsible for the following areas:

Marketing and Leasing

- ✓ Greets prospective residents, qualifies, and determines needs and preferences
- ✓ Answers incoming phone calls and handles accordingly
- ✓ Maintains awareness of local market conditions and trends and assists in creative and efficient ways to market the property
- ✓ Responsible for maintaining a professional and friendly atmosphere in the leasing office and other common areas of the property

Office Administration

- ✓ Ensures all lease applications are completed in full and performs application verification
- ✓ Prepares all move-in packets, coordinates new move-ins and lease renewals, maintains resident records, etc.
- ✓ Accepts rents and deposits and assists the Assistant Property Manager with posting payments in Yardi.

Management Accountabilities

- ✓ Supports the goals and principles of federal and state fair housing laws
- ✓ Conducts business in accordance with company policies and procedures and government laws pertaining to employers and apartments

Above is a brief outline of job duties and is not intended to be all-inclusive.

If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes no later than Monday, May 8th to Tiffany Previs via email tprevis@gumprop.com or facsimile (804) 521-5360.