

HISPANIC HOUSING DEVELOPMENT CORPORATION – Leasing Agent

SUMMARY

The **Leasing Agent/Administrative Assistant** is responsible for the leasing and marketing of property as well as providing clerical assistance and general backup to property management staff to accomplish all required tasks.

ESSENTIAL JOB FUNCTIONS INCLUDE:

- ◆ Handle inquiries and walk-ins pertaining to leasing.
- ◆ Answers/screens and directs phone calls
- ◆ Lease Apartments
- ◆ Distributes incoming/outgoing mail/fax correspondence
- ◆ Performs clerical tasks as needed
- ◆ Maintains calendars and appointments of staff and with tenants
- ◆ Prepare weekly marketing reports.
- ◆ Maintain waiting list(s); initiate tenant files.
- ◆ Process applications, interviews, leasing.
- ◆ Review file for completion and schedule/perform home visits.
- ◆ Coordinate move-ins and move-outs and conduct unit inspections.
- ◆ Assists with follow-up, correspondence, documents, and reports.
- ◆ Handle lease renewals for all tenants, in accordance with policy and procedures set by management and federal housing policies.
- ◆ Set up interviews, fill out forms, follow up with processing information and perform rent calculations.
- ◆ Monitor rent collections and make deposits for Homeownership Program.
- ◆ Handle computerized data entry of Recertification information, move-ins and move-outs.
- ◆ Other duties as assigned.

MINIMUM QUALIFICATIONS

- ◆ Must have market rate housing experience
- ◆ Have or obtain leasing license
- ◆ Detail oriented, fast learner with strong clerical skills
- ◆ Computer proficient (MS Office)
- ◆ Flexible with scheduling
- ◆ Familiar with subsidized housing a plus
- ◆ MRI, Yardi experience a plus
- ◆ Well-organized self-starter
- ◆ Able to analyze computer printouts

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters