

Ambling Companies, Inc.
Job Description

Job Title: Leasing Manager
Department: Management
Reports To: Property Manager
FLSA Status: Non-exempt
Prepared Date: September 29, 1999
Revised Date: October 25, 2004

SUMMARY

Assists the Property Manager in managing residential real estate properties for clients by performing the following duties personally or through subordinate supervisors. In the absence of the Property Manager, is solely responsible for the property.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists the Property Manger in preparing lease or rental agreements for lessees and collects specified rents and impounds, prepares late notices and if necessary, follows through with eviction process.

Assists the Property Manager with training of new leasing consultants and issuing a leasing notebook to each new consultant.

With the guidance of the Director of Marketing, develops and institutes strategic promotions for sales and marketing of the property.

Monitors the traffic reports of each leasing consultant to ensure follow-up calls and information is being properly distributed.

Inputs all leasing information, such as; leasing traffic, renewals, move-ins, and move-outs, and all marketing and leasing information with our management software programs. Responsible for submitting weekly marketing and leasing reports to the corporate office.

Maintains the bonus log and reviews all files on the log to ensure they are being properly maintained and complete by the Leasing Consultants before bonuses are issued.

Ensures that community "service attitude" is maintained among all staff members. Assist with problem solving and maintain smooth communications with residents.

Assists with the preparation of reports as required. Organizing and auditing all leasing paperwork and files. Maintains and updates waiting lists.

Assists the DM, PM, ALM and LC whenever it is deemed necessary by the current PM or corporate representatives.

Updates Assignment Logs on a regular basis.

Inspects all units during quarterly scheduled inspections, skips, evictions, and move-outs.

Keeps Property Manager informed at all times.

Maintains confidentiality of all operations/resident information and communications.

Supports Ambling Companies' guidelines and policies.

Arrives to work on time and prepared.

Attends seminars and meetings as requested.

SUPERVISORY RESPONSIBILITIES

Directly supervises Leasing Agents. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Signature

Date