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Leasing Agent (Jefferson Green – Louisville, KY)

Description

Winterwood, Inc., Best Places to Work winner seven years in a row, is a growing family-owned property management company with over 40 years of experience in the industry.

We're looking for a customer-service minded individual to fill the position of Leasing Agent at our Jefferson Green property in Louisville, KY. This is a full-time Entry-Level position.

The Leasing Agent is responsible for the leasing and marketing of the property, and ensures target occupancy is maintained at all times.

We offer full benefits, including health insurance, paid leave time, 11 paid holidays, opportunities for advance and more!

Requirements

- High school diploma or GED.
- 1+ years of leasing, housing, or customer service experience, preferred.
- Proficient computer skills required.
- Ability to manage multiple priorities and deadlines.
- Effectively communicates with staff, residents, vendors and other individuals.
- Excellent customer service skills and able to work well in a team environment.

Responsibilities

- Assumes responsibility for the leasing and effectively marketing the property
- Shows units to prospective residents
- Assists with the projecting of upcoming move-outs to fill units quickly and maintain target occupancy
- Screens all applicants to determine eligibility
- Completes appropriate paperwork and follows compliance guidelines for leasing
- Assists with maintaining tenant files
- Completes all tasks as assigned

How to Apply?

Apply online at www.winterwoodonline.com/careers

Winterwood, Inc. is proud to be an Equal Employment Opportunity

Hiring organization

Winterwood Incorporated

Employment Type

Full-time

Job Location

Louisville, KY

Working Hours

Monday-Friday, some Saturdays
8:30 AM-5:00 PM

Date posted

June 23, 2022

