

CERTIFIED OCCUPANCY SPECIALIST/LEASING CONSULTANT

General Statement of Duties: *Interacts directly with prospective and current residents to achieve maximum occupancy. Acts as the Company's representative by conveying the benefits of the community. Responsible for the leasing process from introduction to the actual occupancy of the resident. Sells features and benefits of apartment living to prospective and current residents. Achieves and maintains occupancy goals. Responsible for all phases of the leasing process.*

Supervision Received: *Reports to Property Manager.*

Supervision Exercised: *No supervisory duties required.*

Essential Functions of the Position: *(Any one position may not include all of the duties listed, nor do the listed examples include all that may be found in positions of this class.)*

COS Duties:

- *Processes income certifications/recertifications for multiple affordable housing programs and updates Yardi database.*
- *Processes monthly Section 8 Housing Assistance Payment Billing.*
- *Processes and transmits TRACS (Tenant Rental Assistance Certification System)*
- *Greets applicants and provides instruction and guidance to prospective residents during application process.*
- *Coordinates leasing to include intakes, interviews, processing and preparation of applications, and their distribution.*
- *Coordinates and maintains waiting list.*
- *Prepares and maintains office and rental expense budgets.*
- *Assists with rent collection efforts by mailing notices to delinquent residents.*
- *Prepares lease packages and supplemental documents for new move-ins.*
- *Conducts new resident orientation.*
- *Special projects as assigned by property manager.*
- *Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.*
- *Enforces and adheres to company policies, rules and regulations.*
- *Works patiently, professionally and cooperatively with residents and staff to provide high quality customer service.*
- *Preserves and respects resident and applicant confidentiality.*

Leasing Consultant Duties:

- *Builds relationships with prospective and current residents and coordinates all phases of the leasing process: intakes, interviews, processing, preparation and distribution of applications.*
- *Provides polished and professional sales tours of the model apartment, vacant apartments and community amenities.*
- *Achieves tiered rent levels and occupancy goals.*
- *Coordinates and prepares annual lease renewals and income re-certifications.*
- *Updates daily turnover log, maintains waiting list, prepares weekly leasing reports and market study.*

- *Prepares lease packages and supplemental documents for new move-ins.*
- *Conducts new resident orientation.*
- *Provides backup support to Occupancy Specialist.*
- *Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.*
- *Enforces and adheres to company policies, rules and regulations.*
- *Works patiently, professionally and cooperatively with residents and staff to provide high quality customer service. Preserves and respects resident and applicant confidentiality.*

Minimum Qualifications

Education and Experience: *Associates degree or equivalent work experience required. Two years sales/leasing experience desirable. Certified Occupancy Specialist Designation required. (Depending on property needs, COS experience with Project Based Section 8, Section 236, Rent Supplement and 13A experience may be needed).*

Qualifications and Skills: *Strong math skills and attention to detail required. Knowledge of subsidy regulations. Proficient in Microsoft Office and Excel. Highly motivated and able to work independently. Ability to handle resident or building emergency situations if needed. Excellent organizational, proofreading and interpersonal skills required.*

Beacon Core Competencies required for all positions:

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

Leasing Consultant Competencies required:

Job Knowledge, Quality, Self Development, Personal Organization, Productivity, Computer Skills, Customer Service, Product Knowledge, Sales Skills, Communication, Internet Savvy

Interested candidates should email their resume to

careers@beaconcommunitiesllc.com. Please type Leasing Consultant/COS in the subject line. For more information on Beacon Communities, please visit our website at www.beaconcommunitiesllc.com