

## **LEASING/COS ADMIN**

**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 assisting with the leasing process and recertification process. Sells features and benefits of apartment living to prospective and current residents.*

**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.)*

### **Duties:**

- *Acts as the Community representative by greeting and welcoming residents and visitors. Provides administrative support to the leasing consultants and COS staff.*
- *Fosters a positive, active and collaborative relationship with residents, communities and associated agencies. Preserves and respects resident and applicant confidentiality.*
- *Maintains reception area and office in a neat and orderly manner.*
- *Works patiently, professionally and cooperatively with residents and staff.*
- *Opens and closes office; maintains files; ensures all office equipment is operable.*
- *Answers telephones in a professional manner; directs calls appropriately and records messages.*
- *Transfers telephones to and from answering service.*
- *Processes rental applications. Assists prospective tenants with application procedures.*
- *Tracks and files re-certification verification forms.*
- *Provides administrative support including filing, producing computer documents with Word/Excel documents, and performing routine office tasks.*
- *Sorts, stamps and distributes mail.*
- *Provides backup support to Occupancy Specialist and Leasing Agents.*
- *Enters work orders in Yardi computer system and directs to Maintenance Department.*
- *Builds relationships with prospective and current residents and coordinates all phases of the leasing process: intakes, interviews, processing, preparation and distribution of applications.*
- *Learns the necessary occupancy requirements of multiple affordable housing programs.*
  
- *Familiarizes oneself with the HUD handbook 4350.3 Change 4, IRS Code Section 42, 8823 Audit Guide & DHCD LIHTC Compliance Manual.*
- *Learns to process income certifications/recertifications for multiple affordable housing programs and updates Yardi database.*
- *Greets applicants and provides instruction and guidance to prospective residents during application process. Assist residents with any questions regarding recertifications.*
- *After successfully assimilating the occupancy requirements associated with multiple housing programs, coordinates leasing to include intakes, interviews, processing and*

*preparation of applications, and their distribution.*

- *Provides polished and professional sales tours of the model apartment, vacant apartments and community amenities.*
- *Updates market study.*
- *Prepares lease packages and supplemental documents for new move-ins.*
- *Coordinates and maintains waiting list.*
- *Enforces and adheres to company policies, rules and regulations.*
- *Special projects as assigned by property manager and Senior COS.*

### **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*

*Beacon Communities is an Equal Opportunity Employer.*

Interested? Please send your resume to [Careers@BeaconCommunitiesLLC.com](mailto:Careers@BeaconCommunitiesLLC.com) and mention that you are applying for this position in the subject line. Thank you!