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## **TANDEM PROPERTIES, INC.**

### **Basic Job Description**

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**JOB TITLE:** LEASING AGENT

**Job Summary:** Works closely with the Residential Manager or Assistant Residential Manager to handle the leasing operations of the property. This is an entry-level position for a property management career.

**Classification:** Part-time, non-exempt, temporary

**Reports to:** Residential Manager or Assistant Residential Manager

**Supervises:** None.

**ESSENTIAL DUTIES:**

**Renting Activities:**

- participate in all aspects of the leasing process
- greet callers/visitors to the rental office
- conduct tours of vacant and model units
- assist in community resident events
- help monitor and post on property's social media platforms
- promote resident lease renewals
- move in new residents
- move out non-renewing residents
- provide customer service to current and prospective residents

**Administration and Record Keeping:**

- ensures leasing documentation for prospective and current residents is complete and accurate
- maintain guest card files

Other:

- assist in property marketing activities including Housing Day and Dorm Presentations
- assist in organizing rent-up events
- perform other duties as may be required

**Leasing Agent Job Description - Page 2**

**REQUIREMENTS:**

1. Education: High school diploma; some college coursework preferred  
Experience: 1 yr. work experience; property management experience a plus.

Competencies:

- Must have good interpersonal skills and a customer service orientation
- Must have good sales skills
- Must have strong verbal and written communication skills
- Must pay attention to detail
- Must have computer proficiency with Microsoft Word and Excel; Mac knowledge is a plus
- Prefers bilingual candidate, English and Mandarin

Other Requirements

- Must have valid California driver's license
- Must have current automobile insurance
- Must be able to work occasional weekend hours

## Physical Job Description

<b>Job Title:</b>	
<b>Typical Working Conditions:</b> (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Air-conditioned rental office. Apartment complex grounds.
<b>Equipment Used:</b> (List all manual and automated equipment used in the course of performing essential functions.)	Computer Telephone Copy machine Fax machine
<b>Essential Physical Tasks:</b> (List all physical tasks encountered in performing essential functions.)	Climbing stairs Lifting small objects

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## Analysis of Physical Demands

**Key** (Based on typical week):

**N**=Never

**R**=Rarely (Less than 1 hour per week)

**O**=Occasional (1%-33% of time)

**F**=Frequent (34%-66% of time)

**C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs			x			Reach over shoulder			x		
11-20 lbs		x				Reach over head			x		
21-50 lbs		x				Reach outward			x		

51-100 lbs	x				Climb				x	
Over 100 lbs	x				Crawl		x			
					Kneel		x			
<b>Pushing/Pulling</b>					Squat		x			
Under 10 lbs			x		Sit				x	
11-20 lbs		x			Walk-Normal Surfaces				x	
21-50 lbs		x			Walk-Uneven Surfaces			x		
51-100 lbs	x				Walk-Slippery Surfaces		x			
Over 100 lbs	x				Stand				x	
					Bend			x		
<b>Driving</b>										
Automatic Trans			x							
Standard Trans	x									
<b>Other</b>										
Keyboard/Ten Key				x						
Fingering (fine dexterity)			x							
Handling (grasping, holding)				x						
Repetitive Motion – Hands				x						
Repetitive Motion – Feet		x								