



Leasing Consultant (Avon, CO)

We are currently seeking a **Leasing Consultant** who will create an exceptional community for our residents and be a valuable addition to our team.

The ideal candidate must have exceptional customer services skills, ability to work in a fast-paced environment and is well organized with the ability to prioritize and multi-task. Our generous employee benefits also include Medical, Dental, Vision, Life, Disability Insurance, Personal Time Off (PTO), paid holidays, 401K as well as a housing benefit.

The primary responsibilities of the position include greeting clients, professionally present the features and benefits of their community and properly secure lease agreements from qualified individuals. **Do you have what it takes to join our team and become a respected leader within our communities?**

The responsibilities of this position include but are not limited to:

- Perform all leasing functions; maintain resident, lease and other files according to standard operating procedures.
- Perform opening and closing procedures on a daily basis.
- Inspection of properties on a regular basis to ensure safety and cleanliness issues are addressed immediately.
- Assist in working with sub contactors to make necessary repairs and perform regularly scheduled services.
- Collect and process tenant payments and other accounts receivables.
- Maintain all leasing and other documents in accordance with state, federal and local laws and fair housing guidelines.
- Assist in lease renewal process from start to finish including sending initial renewal offer to signing renewal leases.
- Assist residents as needed with a wide array of requests and questions.
- Completion of maintenance service requests and answer questions about community, repairs, rent, rules, etc. Follow up on a timely basis if unable to respond immediately to residents on all matters.
- Communicate with all residents about community events, trends and other issues that may affect their residency.
- Ensure resident satisfaction through providing the highest level of customer service possible at all times.

Minimum qualifications of this position include but are not limited to:

- A high school diploma or equivalent is required; Fair Housing Certification is preferred;
- Two (2) years relevant experience in customer service'
- Strong written and verbal communication, including the ability to effectively communicate with tenants, and maintain a calm, trustworthy and professional demeanor at all times;
- The ability to utilize technological tools and software, including extensive experience with email and other digital communication platforms, Microsoft Office applications, smartphones and other mobile devices;
- Must demonstrate the ability to provide exceptional customer service;
- Must demonstrate the ability to successfully support and contribute to the team;
- Provide strong sales and closing skills;
- Must be well organized with the ability to prioritize and multi-task;
- Ability to work a flexible schedule, including evenings and weekends.
- Bilingual skills a plus;

- A valid driver's license and a clean driving record is required.

A pre-employment background check and drug screening is required for all new hires of Polar Star Properties.

Qualified candidates should submit a current resume and cover letter to psphr@polarstarproperties.com