



JOB OPPORTUNITY

Leasing Agent

Organization: Little Rock Housing Authority d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: Leasing Agent

Rate: TBD

Position Type: Full-Time/ Salaried/ Exempt

Closing Date: Until filled.

Location: 100 S. Arch St. – Little Rock, AR

Hours: Mon.– Fri./ 8:00a – 5:00p

SUMMARY

The Leasing Agent position of the Little Rock Housing Authority (“MHA” or “Agency”) under the direction of the Property and Asset manager is tasked with undertaking the leasing activities and taking care of tenant needs. The Leasing Agent will be responsible for meeting with prospective tenants to show them different housing options and signing lease agreements in order to keep all units occupied.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Meeting potential renters and guiding them on tours of available units.
- Following up on leads for potential renters.
- Performing background checks, credit checks and other responsibilities to see if prospective renters are qualified.
- Preparing leasing documents for potential renters using property standards and regulations.
- Handling the collection of rent payments, security deposits and application fees.
- Keeping residents informed of any changes to rental agreements or upcoming property issues.
- Building a rapport with current tenants to give them personalized service.
- Keeping an eye on community facilities such as mailrooms, fitness centers and laundry rooms.
- Present apartments, houses or other properties to prospective clients in a persuasive manner.
- Assist residential landlords in discovering suitable tenants.
- Promote unoccupied properties through various media and advertising techniques.
- Evaluate clients’ requirements and financial prosperity to make personalized presentations.
- Provide accurate information on the different features of properties.
- Validate application information and references.
- Negotiate leasing terms and complete agreements.
- Keep abreast of the property market status.
- Ensure proper maintenance and inspect properties periodically.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent (Associate's degree preferred); and a minimum of 1 year experience in housing management, social services or a related area; or equivalent combination of education and experience. Housing Authority experience and experience providing social services to the elderly and/or disabled preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to accurately calculate rent and utility allowances.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

Individuals should possess strong computer skills (MS Word, MS Outlook, MS Excel) and should be capable of using general office equipment, i.e. fax machines, copiers, etc. Ability to learn other computer software programs as required by assigned position.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth understanding of the real estate industry, including laws, policies and best practices.
- Must possess general knowledge of property management principles and practices, HUD regulations governing occupancy and rent calculations as well as federal, state and local laws, rules and regulations related to fair housing and landlord/tenant law.
- Good organization, project management and time management abilities.
- Great customer service skills.
- Efficient problem-solving and decision-making skills.
- Effective communication skills, including verbal and written communication.
- Multitasking and time management skills.
- Collaboration and teamwork abilities.
- Proven working experience as a Leasing Consultant
- Good knowledge of leasing rules and regulations
- Proven track record of successful sales

- Basic understanding of MS Office
- Exquisite presentation and negotiation skills
- Well-versed in marketing and sales techniques
- Customer-focused approach

CERTIFICATES, LISCENSES, REGISTRATIONS

- Valid Arkansas Driver's License, and insurable by LRHA carrier.
- Must be bondable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee must occasionally lift and/or move up to 20 pounds.

BENEFITS

- Medical/Dental/Vision Benefits
- Basic Life Insurance & Supplemental Insurance
- On-site Fitness Center & Wellness Program
- Retirement Plan
- Employee Assistance Program
- Tuition Assistance Opportunities

HOW TO APPLY:

Email resume to HR@mhapha.org with subject: "Leasing Agent"

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

