Position Title: Community Ambassador

Salary: $20-22/hour + leasing bonuses

**Position Overview**

Insite Property Solutions is a boutique property management company that collaborates with MainStreet Property Group, its investors, and others to operate thriving residential communities and commercial centers. We develop deep relationships with our owners, residents, and communities to understand their unique needs and desires. We scrutinize data to uncover uncommon trends that help us grow our owners’ investments while using our market, business, and property knowledge to provide outstanding living experiences for our residents. We utilize proven processes and procedures while constantly looking for ways to innovate to exceed our customers’ expectations.

**Responsibilities**

* Primary role is to tour prospects and lease apartments
* Be familiar with all marketing aspects of the property including full knowledge of all available units, their current condition, rent rates and available move-in dates
* Inspect property for curb appeal and maintenance needs and take appropriate action
* Inspect Model/Vacant units daily to ensure optimum showable and rentable condition
* Organize and implement Lease Renewal Program
* Maintain and adhere to Lease Expiration Management Program
* Maintain traffic records and follow up with prospects
* Have full knowledge of all property policies regarding deposit amounts, rental agreements and restrictions
* Observe and follow all Fair Housing, Equal Opportunity Employment, and Landlord Tenant Laws
* Collect rental applications and security deposits for available rental units
* Verify that all rental applications are properly completed, signed, and processed timely
* Inform the Community Director of the Rental Application results from the resident screening company and notify the applicant of results as directed by the Community Director
* Complete weekly reports, traffic reports, market surveys and apartment status reports
* Perform move-in and move-out inspections when needed
* Accept rent payments and maintenance requests
* Create new Resident Files, new Rental Agreements, and complete all other applicable paperwork associated with new residents
* Perform leasing duties including responding to inquiries, showing apartments and preparing and executing leases
* Excellent time management, problem-solving and interpersonal skills
* Strong sales abilities, phone etiquette, and excellent customer service skills
* Reliable, motivated, professional, and organized
* Able to achieve high-quality results under tight deadlines and changing work priorities

**Qualifications**

* Excellent time management, problem-solving and interpersonal skills
* Strong sales abilities, phone etiquette, and excellent customer service skills
* Reliable, motivated, professional, and organized
* Able to achieve high-quality results under tight deadlines and changing work priorities
* Prefer 2 years of residential/multifamily leasing experience
* Must have a working knowledge of Microsoft Office Suite (Outlook, Excel, Word, etc.)
* 4-year degree or related coursework is preferred; a high school diploma or equivalent is required
* Pass criminal background check and drug screening