

Leasing Consultant

Forward Management, Inc., an apartment management company in Madison, WI, has a great opportunity for a full-time Leasing Consultant to join our team in our Sun Prairie office. Qualified Leasing Consultants must have outstanding customer service & sales ability and strong verbal & written communication skills. Additionally, candidates must be highly organized and possess strong computer skills. This is a full-time position that offers full benefits, competitive pay and opportunity for advancement.

Must have excellent communication skills (both written and oral), Microsoft Office Suite (basic or above), ability to multi-task and to manage different programs and always maintain professional behavior with prospective residents and co-workers. Applicants need be detail orientated and organized. College degree not required, but desired. Previous lease experience is not required but should have previous office and/or customer service experience. Must be willing and able to work inside and outside in all types of weather to show apartments and climb stairs. Must be able to adhere to fair housing laws and other governing rules/laws as applicable. Applicants must have valid driver's license and reliable means of transportation as will be needed to travel to different properties and offices around Madison and surrounding communities.

JOB REQUIREMENTS & RESPONSIBILITIES:

Performs leasing, marketing, customer service and administrative duties, to include:

- * Proactively manage sales, outreach, prospecting and lead generation with a primary focus of converting leads into sales.
- * Lease and market vacant and upcoming apartments.
- * Complete all leasing paperwork.
- * Compile and process applications for approval.
- * Explain lease and all appropriate addenda to new resident.
- * Show apartments to prospective residents.
- * Answer rental calls and handle email leads.
- * Perform a needs analysis for prospective residents.
- * Provide a professional, positive and engaging experience for prospects while touring the apartment homes and community.
- * Assist in planning and executing resident events.
- * Other duties as assigned.

ADMINISTRATIVE/OPERATIONAL:

- * Process apartment applications by accurately completing all related paperwork and screening
- * Complete guest cards and traffic information as needed.
- * Create resident files by including all related paperwork and documentation; properly file away in the appropriate location.
- * Keep availability log updated on daily basis.
- * Conduct walk throughs of available apartments prior to showing to ensure readiness for

showing.

- * Assist new residents with the move-in process.

QUALIFICATIONS:

- * Previous leasing and/or sales and customer service experience is preferred but not required.
- * Must have excellent written and verbal communications skills.
- * Ability to quickly develop rapport with prospective residents.
- * Must be a motivated self-starter with the ability to work well in a team setting.
- * The ability to handle multiple tasks in a fast paced environment.
- * Ability to quickly adapt and change priorities while professionally managing interruptions.
- * Must be organized and able to meet assigned deadlines.
- * Must pay strong attention to detail, accurately completing required paperwork.
- * Proficiency in Microsoft Office products.

EDUCATION REQUIREMENT:

- * A high school diploma or equivalent and professional knowledge of business discipline are required.
- * College degree preferred, but not required.
- * Ability to pass fair housing exam.

BENEFITS:

Base Pay plus Commission (\$5-10k commission potential)
Health/Dental/Vision Insurance
Car Allowance/Mileage Reimbursement
Paid Vacation
Paid Holidays
401k

WORK WEEK:

Must be available to work 5 days a week, Tuesday through Saturday. Tuesday through Friday hours are 8AM - 5PM (fall & winter) or 9AM - 6PM (spring & summer) and Saturday from 9AM - 4PM.

Forward Management, Inc. is an equal opportunity employer. If you are interested in joining our team, please submit your resume to careers@rentfmi.com.