EMPLOYER JOB ORDER FORM

JOBTITLE
Leasing Consultant

JOBID
18028

OPENDATE
02/07/2020

LOCATION
San Jose

HOURS/WEEK
20 - 35

SALARY
$17 - $DOE

WORKDAYS
Monday-Saturday

SHIFT/HOURS
Varies

REQUIRED FOR POSITION
Drug Screen, Background Check

REQUIRED EDUCATION
High School Diploma/GED

JOB DESCRIPTION
Awesome candidates are dynamic & possess an ability to interact and connect with every personality. Extraordinary communication skills coupled with a confident approach are critical to this role. Some successful employees have backgrounds in real estate, banking, customer service, management, retail, restaurant, hospitality/hotel, reception, administrative and sales.

Required Skills
? Ability to solve problems and work with minimal supervision
? Sales skills
? Excellent written and verbal communication skills
? Ability to read, analyze and interpret all forms of information
? Ability to accept and learn from constructive criticism
? Must be well organized
? Ability to prioritize tasks
? Ability to multi-task
? Must demonstrate tact and diplomacy
? Basic to intermediate math skills
? Office skills: customer service, typing, clerical, computer, telephone

3 TO 5 KEY SKILL SETS REQUIRED
? Ability to solve problems and work with minimal supervision
? Sales skills
? Excellent written and verbal communication skills
? Ability to read, analyze and interpret all forms of information
? Ability to accept and learn from constructive criticism
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A minimum of a high school education is required
? Minimum 1 year customer service and/or sales experience
? Professional appearance
? Reliable means of transportation
? Ability to be prompt and on time every day
? Bi-Lingual skills, knowledge of tax credit, fair housing laws, safety issues and/or a working knowledge of property management software such as YARDI, MRI, ONESITE, POP CARD, ON-SITE or YIELDSTAR are a PLUS