

Job Title: Leasing Representative

Location: Southern Saratoga County, NY

Company: Clifton Court Management

Position Overview: Clifton Court Management is seeking a motivated and customer-focused Leasing Representative to join our team. The ideal candidate will be responsible for leasing apartments, building relationships with prospective tenants, and maintaining high occupancy rates in our properties located in Southern Saratoga County.

Key Responsibilities:

- **Leasing Activities:**
 - Conduct property tours for prospective tenants, showcasing available units and community amenities.
 - Assist with the lease signing process, ensuring all documentation is completed accurately and in a timely manner.
 - Follow up with leads and maintain a strong pipeline of prospective renters.
- **Customer Service:**
 - Provide exceptional customer service to current and potential tenants, addressing inquiries and resolving concerns promptly.
 - Build and maintain positive relationships with residents to foster a sense of community.
- **Administrative Duties:**
 - Maintain accurate records of leasing activities, tenant applications, and rental agreements.
 - Assist in the preparation of reports on occupancy rates, market trends, and tenant feedback.
- **Team Collaboration:**
 - Work closely with property management and maintenance teams to ensure a seamless leasing process and tenant satisfaction.
 - Participate in team meetings and contribute ideas for improving leasing strategies and property appeal.

Qualifications:

- High school diploma or equivalent; Bachelor's degree in Business, Marketing, or related field preferred.
- Previous experience in leasing, sales, or customer service is highly desirable.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office Suite and property management software (experience with Yardi or similar is a plus).

- Valid driver's license and reliable transportation for property tours.

Benefits:

- Competitive salary and commission structure
- Health, dental, and vision insurance
- Paid time off and holidays
- Opportunities for professional development and advancement