

Integral Management Company, LLC

Leasing Agent

Integral Management Company, LLC is seeking to hire an experienced Leasing Agent for our mixed portfolio of multiple residential and commercial properties. We are in search for a self-motivated individual who is knowledgeable, engaging and communicative.

Qualifications:

- Leasing experience of two years or more preferred, but not required.
- Experience in Excel and YARDI preferred; and/or similar property management software.
- Quick learner who is organized, able to multi-task and exercise good judgment.
- Ability to communicate effectively both in writing and verbally.
- Individual must be highly motivated, a self-starter and able to work independently.

Responsibilities/Duties:

- Duties relate to all facets of property management, with direct reporting and communications with Manager and Ownership.
- Ability to build positive rapport with potential and current tenants as well as vendors and other staff members.
- Answer incoming phone calls and handle accordingly.
- General office duties.
- Capable of processing paperwork and using mathematical skills.
- Schedule and tour prospective tenants through properties and follow ups.
- Maintain property files/records and tenant information in YARDI.
- Responsible for generating and maintaining all marketing materials for the apartments.
- Perform background checks, landlord verification and conduct lease signings.
- Prepare Leases, renewal notices and other documentation.
- Assist with creating and monitoring work orders for maintenance staff and outside contractors
- Must display a willingness to perform any task or function.

This is a growing closely held real estate company located on Prospect Avenue in Milwaukee. There is significant and rapid growth potential for a hardworking, accountable, relationship-oriented person.