

## Leasing Consultant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$15.65 to \$17.50 hourly  
**Employment status:** Contract / Temporary

### Description

We have an amazing opportunity for a highly skilled and detail-oriented Property Administrator! Do you enjoy helping people and providing exceptional customer service, while working on multiple, exciting projects? Then we have a position for you!

### Requirements

- **Must be available to work IN-OFFICE and Must be COMMUTABLE to Silver Spring, Maryland**
- Handle tenant applications, leases, or contracts
- Collect monthly rent and fees
- Provide a broad range of administrative support to property managers for residential, commercial and/or community association properties
- Engage with prospective tenants to review leases, terms of occupancy, and/or ownership
- Arrange maintenance, landscaping, and property repairs
- Arrange insurance requirements
- Demonstrated experience in customer service, problem-solving, complaint resolution, and negotiation
- Previous experience with property administration or leasing preferred
- Proven interpersonal skills and computer competencies are necessary
- Candidates that match the necessary skills and are in urgent need of employment should contact us today!

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