

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 Rockville, 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

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.