

Administrative Assistant

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: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with a non-profit organization that develops high-quality affordable housing communities for people on the Peninsula. Our client prides themselves in how they manage their properties and the amenities they offer.

Our client is in need of a leasing agent. The Leasing Agent will also field calls and be the initial contact with applicants and residents. The ideal candidate would have worked in property management prior, but general office experience is also ideal. If you are interested, please see the details below and reply back immediately. We are looking to start someone next week!

SUMMARY

Provide support to the Leasing Director, Community Manager, Assistant Manager and Maintenance Staff where applicable.

ESSENTIAL DUTIES

- Answers the phones in a courteous and pleasant manner
- Greets, applicants, residents and vendors
- Supports Community Manager and/or Leasing Director with marketing efforts (mailing marketing materials, tracking and marketing efforts)
- Initiates calls to applicants on wait list for vacant units. Tracks all responses
- Assists the Community Manager with certification appointment scheduling – collects all relative data to process applicant certification; processes applicant file for approval
- Meets with prospective tenants and takes them on tours of the units
- Accepts rental applications and ensures they are filled out completely and legibly
- Assists Community Manager and/or Leasing Director in accurately and timely entering Pre-Applications into wait list software system
- Initiates application background screening and approval process
- Collects rent payments and security deposits under the supervision of the Community Manager
- Performs other job-related duties as assigned

Requirements

EDUCATION AND EXPERIENCE

- High School diploma and one-year related work experience as a Leasing Agent or similar position or a combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge of real estate industry, property management principles and relevant legislation
- Outstanding communication skills, both verbal and written.
- Excellent negotiation and problem-solving skills.
- Strong people skills
- Ability to work with people of diverse backgrounds

- Able to multi-task in high energy environment.
- Must possess a valid California Driver's License, proof of current auto insurance, and reliable transportation

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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.