

## Leasing 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:** \$22.00 to \$26.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is currently seeking a qualified **Leasing Assistant** with tax credit experience, to join our team. Under the direction of the Assistant Community Manager, the Leasing Assistant supports and assists with all aspects of the community operations. As a Leasing Assistant you will be the driving force in helping residents find the best place to call home. Your creative and thoughtful tours will be customized to individual tastes, from recommending the perfect floorplan to outlining the best new neighborhood restaurants. You know what makes people tick and follow through on every lead to ensure that our prospective residents know you care.

### Responsibilities

- The Leasing Assistant supports and participates in fulfilling the customer service and leasing responsibilities Uphold leasing and marketing standards including telephone marketing, greeting prospective residents, gathering prospect information, setting appointments, showing ready and model apartments, generating quotes, closing and securing deposits, and assisting the prospective residents with rental application completion and credit verification
- Ensure all tax credit requirements are followed
- Assist in preparing all paperwork specific to new and renewal lease agreements
- Review resident files and accounting records to determine unpaid and/or late fees owed, communicate with residents regarding outstanding balances, implement procedures for collecting on delinquencies, and enforce the lease to maximize
- Provide customer service and sales tours to prospective residents and current residents.
- Independently establish priorities, manage time effectively, and fulfill assigned objectives
- Demonstrated proficiency in Outlook, Excel, Word
- Good verbal and written communication skills, strong organization skills, and ability to work well with onsite staff, customers, supervisors, and corporate office associates
- Demonstrated understanding of property operations with emphasis on lease terms and contract enforcement, including collections and marketing.

### Requirements

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- A minimum of three (3) years experience as an onsite Leasing Consultant in multi-family housing, hospitality or similar
- Housing Credit Certified Professional (HCCP) designation preferred (for LIHTC)
- Certified Occupancy Specialist (COS) designation preferred (for Section 8)
- 1 year of experience in LIHTC communities

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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.**