



Leasing Specialist – Property Operations

May 2018

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, landlords, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

Unisons Property Operations Department is looking to bring on a dynamic, team focused, attention to detail, and customer service driven Leasing Specialist to join our team. The Leasing Specialist will be responsible for assisting prospects, residents, file review, and marketing

Responsibilities include:

- Consistently apply Fair Housing Standards to day to day activities.
- Greet prospective residents
- Book leasing appointments
- Provide tours to prospective residents of community and available units
- Answer incoming phone calls and e-mails
- Complete the guest card and enters into Yardi
- Prepare necessary paperwork for move-ins
- Complete all necessary leasing documents and file following the compliance guidelines
- Submits all necessary documentation to Compliance vendor for approval prior to move in or renewal
- Ensure all utility transfers have been made
- Collect all necessary funds prior to move-in
- Display strong closing ratio of 30-50%.
- Able to perform the functions of an Assistant Manager in a two person office or in their absence.

Education/Experience:

Two years related experience and/or training; or equivalent combination of education and experience. Certifications, such as AHM and SHCM are strongly desired; Bilingual (English/Spanish).

Please submit cover letter, resume and salary requirements to:

Travis Block

tblock@unisonhp.org

Compensation: **DOE Hourly**

Unison Housing Partners offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.