



**Leasing Specialist
December 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, property owners, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

The Leasing Specialist assists in the leasing and management of Unison HP's apartment communities by greeting future residents, offering tours of the available apartments and of the community, booking leasing appointments, answering incoming phone calls and e-mails and maintaining guest card entry into Yardi.

Unison Housing Partners manages 14 properties in its portfolio. This includes 1,656 total units, of which 1,244 are a part of affordable programs such as tax credit, 50058, 50059, public housing, NSP, and home funds.

Essential Duties and Responsibilities Include but are not limited to the following:

Leasing Activity:

- 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.

Day-to-Day activities:

The following assignments are to be completed as directed by the Community Manager:

- collection of rent and other monies due
- lease renewal activity
- administrative portions of work order process, recording calls, entering the information in the Yardi system, closing work orders in the Yardi system
- Attend all seminars, meetings, training sessions and any other activity
- planning and implementation of resident events and office themes
- Travel as deemed necessary

Communication:

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Spanish/English Bilingual is preferred but not required.

Dependability:

Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.

Product Knowledge:

Knows and explains product features/benefits, understands/sells the full product line, understands customer's business operations and needs, understands/responds to the competition, applies market knowledge.

Education/Experience:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Yardi, Microsoft products such as Word, Excel, Outlook and Internet software.

Certificates and Licenses:

Valid driver's license and auto insurance

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, and depth perception.

To Apply:

Please submit cover letter and resume to Perla Flores: pflores@unisonhp.org

Unison Housing Partners offers competitive compensation and an excellent benefit package, which includes medical, 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 greatest 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.