



# JOB DESCRIPTION

Company: **GRE Management**  
Job Title: **Leasing Professional | Multi-Site**  
Supervisor: Leasing Area Manager

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## **Position Summary:**

A Leasing Professional is the community's sales representative. Team member is very service oriented and strives to ensure community occupancy and rental rate goals are consistently met for assigned communities in their portfolio.

This position requires a high energy, creative person with strong communication and verbal skills.

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## **Essential Functions and Responsibilities:**

- Generate interest in the community by touring the community with prospects and answering questions about the amenities, local neighborhood, and other community details.
  - An expert in the community features, benefits, and amenities.
  - Answers incoming phone calls and emails and responds in a timely fashion.
  - Walks tour path and available market ready units daily to ensure apartment homes meet GRE-M standards.
  - Responsible for pre-approval process with prospects.
  - Assists with application verification.
  - Responsible for the prospect Yardi CRM que.
  - Daily works in Yardi CRM queue and Yardi ChatBot for lead generation, prospect follow-up, and understanding marketing sources.
  - Makes recommendations to the Leasing Area Manager on pricing, concessions, and promotion ideas to ensure the community meets goals set forth in the Community Annual Plan and set forth by the Investment Portfolio Manager.
  - Assist with market ready, amenity, and common area cleanliness, as needed.
  - Performs additional duties assigned by Leasing Area Manager or other supervisors.
  - Establish and maintain a good working relationship of harmony and instill the BE ONE TEAM value with all internal and external contacts.
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## **Required Skills and Motivations:**

- Prior customer service experience.
- Desire to learn and take initiative.
- Ability to operate confidentiality when dealing with sensitive information and situations.



- Must be able to work at a fast pace, perform duties while under pressure and stay organized to meet deadlines in a timely manner
- Communicate with other team members, residents, visitors, and the public in a professional and pleasant manner.

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### **Qualifications:**

#### **Special Licenses and/or Certificates:**

- Certified Apartment Leasing Professional (CALP) – preferred
- Real Estate license (if required by state regulations)
- May require a Driver’s License and insurance.

#### **Education and/or Experience:**

- Minimum one (1) year with GRE Management
- High School diploma or equivalent
- Experience in property management or related field preferred

#### **Computer Skills:**

- Knowledge of Yardi, Microsoft Access, Internet Explorer, Microsoft Excel, Microsoft Outlook, Microsoft Word, and Windows Operating System

#### **Language Proficiency:**

- Must be able to speak, read and write in English, in a manner sufficient to carry out duties

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### **Work Schedule:**

The work schedule for this job description is Monday – Friday 8:30am – 5:00pm, weekends and after hours are at times required to fulfill this role successfully.

**FLSA Status:** Non-Exempt, Full-Time (40 hours per week)

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### **Mobile Phone Allowance:**

Guidelines surrounding the company’s phone allowance are outlined in the Employee Handbook. This position is categorized as:

- Tier 1       Tier 2       Not Eligible

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### **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.

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### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job.

These statements are intended to describe the general nature and level of work being performed by employees assigned with this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

GRE Management is an equal opportunity employer.

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### **Our Core Values:**

We cultivate a culture of collaboration, generosity, honesty, and integrity where engagement, hard work and results are rewarded.

### **Our Mission:**

We strive to be a driving force for positive community change. We are a trusted partner in the co-creation of thoughtful, well-built, healthy, and profitable communities.

### **Our Vision:**

We aspire to create impact through transforming built environments for the betterment of our communities.

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### **A Declaration of Interdependence at Goodman Real Estate**

We operate under a shared vision of value creation that is grounded in the interdependence of organizations and individuals, passion, and profit. In all our interactions with each other, our business partners, and our community at large, we are committed to cooperation and collaboration in the pursuit of mutual success.

What this means:

- We are ONE Goodman Real Estate: A collective whole that embraces one culture, supporting one another and embodying a shared set of standards to provide seamless customer service across all locations and divisions.
- Each of us understands the importance of the Goodman Real Estate brand and pledges to nurture and protect it.
- We conduct our business with honesty and integrity. We empower our people with a high level of trust and autonomy.
- We believe in the power of place and community.



- We recognize the fundamental value of every individual and believe that diverse talents, skills, and backgrounds combine to strengthen the collective whole.
- Relationships are essential to our success. We foster strong relationships with mutual respect and open communication.
- We value wellness and promote policies and practices that support healthy lifestyles.
- We expect the best of each other and provide opportunities for all individuals to reach their full potential.
- We embrace our power to make a positive impact on our community.

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I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

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Employee Signature

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Date

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Immediate Supervisor Signature

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Date

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