

**(Company Name)**  
**Job Description**

**Position:** Leasing Consultant

**Name:**

**Reports to:** Department Manager

**Supervises:**

**Type of position:**

Full-time    Part-time    Contractor

**General Description of Position:**

- Deals courteously and efficiently with all general property leasing enquiries
- Works with a team of Property Managers in a professional, efficient and diplomatic manner

**Work Experience Requirements:**

- Some experience in residential property management or suitable experience in real estate/general sales

**Education Requirements:**

- Certificate of Registration

**Knowledge, Skills and Attributes required:****Knowledge**

- Residential Tenancies Act
- Strata Titles Legislation
- Property, Stock and Business Agents Act
- Anti-Discrimination Act
- Trade Practices and Fair Trading Acts
- Basic accounting knowledge
- Computer skills
- Local area knowledge

**Skills and Attributes**

- Highly organised
- Time management skills
- Ability to prioritise
- Exceptional people skills
- Customer service focus
- Excellent presentation and negotiation skills
- Written and verbal communication skills
- Detail conscious
- Sense of urgency
- Excellent telephone manner and technique

**General Duties:**

- Handle enquiries from prospective tenants
- Record prospective tenant information on the company database
- Follow up prospective tenants from the company database
- Together with the Property Manager, prepare advertisements for available rental properties
- Maintain an accurate, up-to-date record of available rental properties
- Demonstrate available rental properties to prospective tenants
- Check completion of tenancy applications by prospective tenants and check references
- Collect and receipt any reservation fees paid by prospective tenants
- Prepare incoming property condition reports
- Cut keys for new management properties and for all new tenants (as required)
- Erect 'For Lease' signboards
- Maintain the signboard log database
- Take photos of available rental properties
- Provide feedback to the property Managers from prospective tenants regarding presentation and rent level
- Check company website to ensure that all available rental property listings are accurately advertised
- Attend all team meetings
- Attend all training sessions as directed by the Department Manager
- Apply all procedures required of this role. Fully participate in the creation of new procedures or in any review of existing procedures

