

PART TIME LEASING MANAGER

Home Base Property Management, an entity of Economic Growth Corporation, seeks a **part-time, (25 hours per week) Leasing Manager** to oversee the day-to-day operations of residential apartments and commercial spaces, including marketing, leasing, light janitorial, independent contractors, accounting, and compliance, as well as participating in state and local inspections for one property, totaling 25 residential units and several commercial spaces. Answering on-call issues for the property.

MARKETING

We are looking for an enthusiastic person to help us in our overall marketing efforts. You will be an integral part of the development and execution of marketing plans to reach prospective residents. Candidate should be competent and able to participate in outreach activities. Our goal is to deliver effective marketing materials that will help our residents and our growth as an organization within the community.

MAINTENANCE

The candidate should be able to perform general cleaning and curb appeal of the property, while ensuring all maintenance repairs are handled satisfactorily by the maintenance staff member.

SAFETY COMPLIANCE

The Leasing Manager must be able to assist in emergency situations for the property. The candidate should be able to learn and ensure that compliance is met with all local, state, and federal organizations. You will be asked to implement policies of the community, as required, and answer questions for residents about the community, repairs, rent, rules, etc.

LEASING

The ideal candidate should enjoy a variety of people, show creativity, and have a high degree of professionalism when working with our residents.

Self-assured and open-minded individuals who have a passion for people and are willing to step outside their comfort-zones will thrive in this position.

QUALIFICATIONS

Candidate must have excellent customer service experience with interpersonal communication and tact. A valid driver's license with an acceptable driving record and motor vehicle liability insurance. A criminal background check will be required.

The ability to obtain Fair Housing Certification.

Working knowledge of Microsoft Office Suite and office equipment.

BENEFITS

Paid vacation days

Paid holiday

Salary \$17.00 Per Hour

If you have the qualities we're looking for, send your resume and salary requirements to info@homebasepm.com no later than **May 13, 2019**.

Economic Growth Corporation and Home Base Property Management conducts thorough pre-employment screening and background checks. EQUAL OPPORTUNITY EMPLOYER.