

Market Edge Realty LLC

Leasing Agent

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of an expanding team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a real estate Leasing Agent! The right person for this opportunity will be great at organizing lists and prioritizing tasks in a timely, efficient manner with an impeccable eye for detail within paperwork. An amazing attitude and a skill for salesmanship is also highly sought out. Hard work is rewarded financially and in other ways. Experience is important, but most importantly, you will need to exhibit passion, pride, and ownership in what you do!

Job Description

- Complete move in paperwork.
- Complete move out paperwork.
- Send out leasing addendums.
- Perform tasks related to renting and generating traffic for the company.
- Handle high volume phone inquiries.
- Verify and qualify potential residents.
- Comply with legal policies and procedures – Fair Housing, federal, and state laws.
- Other duties to be assigned by upper management.
- Communicate with office team to ensure the best possible relay of information.
- Other tasks to be determined and assigned.

Job Requirements:

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- Impeccable appearance.
- Basic understanding of leasing and home buying process.

- Experience in real estate.
- Amazing attitude – cheerful and confident.
- Ability to work in a busy office and maintain a professional atmosphere.
- Confident using multiple platforms of technology.
- Become Certified in any software the company utilizes to service clients.
- Have a **STRONG** basis in working with Propertyware, AppFolio, Quickbooks, and Rently – Salesforce experience strongly preferred.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- \$15 per hour.
- Position is W2.
- Position is Full-Time.

***** Please respond to this by sending your resume via your personal email to HR@MarketEdgeAZ.com.**