

Residential Leasing Coordinator

Job Title: Residential Leasing Coordinator

Type: Part Time

Location: Lakewood, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities and our environment. Urban Villages creates places where people and businesses thrive.

Position Overview

Urban Villages is seeking a part time Leasing Coordinator to support leasing activities and administrative tasks for a portfolio of residential properties in Lakewood, CO. The Leasing Coordinator will have the responsibilities and duties listed below and will report to, and work directly with, the Residential Property Manager.

Responsibilities:

- Coordinate communication with prospective residential tenants, including responding to email inquiries, answering and returning phone calls and handling walk-in traffic as needed
- Provide residential tours to prospective tenants as needed
- Process and review residential leasing application and coordinate communication with applicant
- Organize and set up lease packets for new move-ins with corresponding addendums (hard copy and/or electronic)
- Draft and manage marketing materials
- Assist with tenant renewals
- Organize and maintain residential tenant file system and database (hard copy and/or electronic)
- Proactively seek ways to improve the effectiveness, efficiency and productivity of the leasing and marketing process
- Other tasks as assigned from time to time

Candidate/Position Qualifications and Skills

- Experience with residential leasing and/or property management preferred
- Experience as an administrative assistant or other office related experience
- Bachelor Degree is preferred
- Well organized with attention to detail
- Strong written and verbal communication skills
- Self-starter with ability to take initiative and work with little supervision
- Must be assertive and comfortable communicating directly and frequently with prospective tenants in a sales capacity
- Strong customer skills
- Ability to manage multiple tasks simultaneously
- Ability to work weekends and holidays
- Valid Driver's license and able to pass a background check

Compensation:

Compensation will be commensurate with skills and experience.

Application Process:

Candidates should send a cover letter, available start date, résumé and salary requirements to trivera@denverwestapartments.com. Qualified candidates will be contacted directly. No phone calls, please.