

Leasing Assistant

Job Description

Job Function:

Assist the NHA Deputy Executive Director in the application, leasing, and tracking functions. Handles resident questions and problems while escalating major concerns to the Deputy Executive Director.

Accountability:

Directly responsible to Deputy Executive Director. In the absence of the Deputy Executive Director, directs problems or concerns to the NHA Executive Director.

Examples of work performed:

Accepts and processes applications. Sends out letters approving or disapproving applicants upon the determination of the Deputy Executive Director.

Accepts and tracks work orders for repairs as reported by residents and staff and assists in determining need for maintenance and arranging for those services.

Assists with receptionist duties as needed or assigned.

May be called upon to conduct lease-ins, obtains proper Security Deposits, Rent and signatures for new residents.

Accompanies maintenance and contractors on site as needed.

Conducts property and or unit inspections as assigned.

Prepares various forms and reports as requested.

Performs other duties as assigned.

Minimum Qualifications:

Must be a high school graduate. Prefer additional education or experience in business and/or administration. Must be able to perform general office duties to include typing and filing. An accurate typing speed of 50 wpm is desired. Must be able to work with minimum supervision, have a sense of priorities and initiative. Must have a valid Oklahoma Driver's License and reliable automobile for occasional use on NHA business. Must be able to communicate professionally, both written and orally. Must be bondable. Must use business

English and dress appropriately. Must be able to sit, walk, stand, bend, and stoop for long periods. Must be able to lift or push up to 40 pounds on rare occasions.

Must have the ability to perform assigned responsibilities, as well as new and changing duties with an attitude of complete cooperation and inclination to personally identify with Authority goals, objectives, and programs.

Must keep interdepartmental issues confidential.

Must follow chain of command by notifying Deputy Executive Director of any employee/employer issues.

I have read and understand the contents herein. I understand that the examples of work performed are not inclusive of all functions that may be required of me.

Employee Signature

Date