

Job Title: Leasing Agent

Weekly Hours: 24+

Location: Syracuse, NY

TJMG Properties, LLC (TJMG) is looking for a motivated individual to step into a *Leasing Agent* role in their local and growing Property Management Company. TJMG was started in 2008 and has quickly grown to a 2,300+ unit company with residential communities throughout Onondaga County.

Key Responsibilities:

- Marketing & Advertising for all current and soon to be available units
- Responding to all inquiries from prospective tenants via phone, email, text
- Conduct Apartment Viewings
- Collection and Processing applications of all prospective tenants
- Preparation and sending of Approval & Denial letters
- Coordination of Lease signing with approved applicants
- Coordination of Move-In with tenant and Property Manager
- Strategic marketing plan including rental comparisons
- Communication with property owners (clients) as required
- Attendance of Review Meetings with property manager and other operational meetings as directed
- Full use and responsibility of the Company's property management operating software systems including but not limited to Tenant Placement program
- Completion of weekly Timesheet

Other Skills & Qualifications: Good communication skills, Organization and time management skillset

Requirements: Reliable personal vehicle for daily one-way travel up to 45 minutes from Syracuse, Available for up to 8 hours per weekend

Other Inclusions: Company Cell Phone, Laptop Computer

Hours & Pay Structure: Hourly, starting at \$16.00/hr; 24-32 average hours/week; Paid vehicle miles;

To Inquire - Call: (315) 299-4277

Email: employment@tjmgproperties.com

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