



Leasing Administrative Assistant

Multiple Locations in Arlington, VA

The Assistant will report to the Property Manager and provide general administrative support as well as assistance in the day to day leasing process of the residential property.

Responsibilities include:

- Providing information to future and current residents in person and over the telephone
- Collecting application fees and rental deposits
- Verifying & recording applicant and resident information
- Preparing leasing related documents, i.e. agreements, move in forms, vacancy reports
- Assembling resident packets
- Completing initial certifications and conducting annual re-certifications
- Writing maintenance requests on tickets
- Maintaining various keys
- Other related administrative duties

Minimum requirements:

- High School diploma or equivalent
- Minimum 3 years providing administrative & leasing support in a residential leasing office required
- Tax Credit certification a plus
- Proficiency with MS Office
- Strong verbal and written communication skills
- Strong organizational skills

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