

# B-G&G Management, LLC.

*Experience Apartment Excellence*

**Dali Place - Degas Manor – Monet Manor – Monet Place – The Pines of Gretna – Pines II**

## **Leasing Consultant**

### **Description:**

The Leasing Consultant under the supervision of the Property Manager, is responsible for leasing and pre-leasing apartments and implementing the community's marketing plan. The consultant will also review applications, prepare lease paperwork, review the leases of existing residents and assist in coordinating resident activities.

A strong background in customer service is extremely helpful, as is experience in sales, but individuals with an excellent attitude and a willingness to learn will be given consideration.

Some weekend and early evening shifts may be required.

Use of personal vehicle for company business may be required. (Mileage will be reimbursed.)

### **Responsibilities and Qualifications:**

Some experience working in property manager required. The following responsibilities are expected and skills are preferred:

- Meeting with potential residents in person and over the telephone. Must be able to describe the property verbally. 'Show apartments' to potential residents.
- Must be able to multi-task
- Answer the phones
- Take work orders
- Collect rent
- Input data in the computer.
- Inspect all units after make readies are complete for incoming residents.
- Responsible for processing all applications to include obtaining credit reports, criminal background checks, rental and income verification.
- Demonstrate strong customer focus, team orientation
- "Rent Roll" program experience, a plus.
- Computer literacy in MS Word, Excel, e-mail, and Internet are required
- Experience in customer service and sales preferred

*Criminal background investigation and drug screen required*

**Baton Rouge District Office – 763 Monet Drive #103A; Baton Rouge, LA 70806 – 225-923-2797**

**Gretna Office – 112 Homes Street; Gretna, LA 70056-2552 – 504-367-6222**