

B-G&G Management, LLC.

Experience Apartment Excellence

Degas Manor – Monet Manor – Monet Place – Oakmont of Algiers - 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

Oakmont Office – 220 Westbend Parkway; New Orleans, LA 70014 – 504-638-9954

B-G&G Investors, LLCs

