
LEASING PROFESSIONAL JOB POSTING

The Mission of **Prism Real Estate Services, LLC™** is to improve the lives of people in our communities, one property at a time. We are a Kansas City based property management group seeking a motivated team player to be responsible, under the direction of the Property Manager, for assisting all prospects, either on the phone or in person, follow up, completing weekly outside marketing to local colleges and businesses and maintaining target apartments and mini-models.

Duties and Responsibilities

- Answering all incoming calls and assist prospects.
- Log all prospects calls in Onesite.
- Follow up on pending applicants on a daily basis.
- Update locators on current specials on specials weekly.
- Show vacant apartments utilizing professional marketing procedures.
- Have move-in files ready for scheduled move-ins.
- Walk all move-ins and insure apartment meets company standards and is ready for the new resident.
- Update internet ads on a needed basis.
- File all leasing paperwork as it is generated.
- Complete work order call backs daily.
- Maintain a supply of pre-assembled rental packets and move in files.
- Maintain a closing ratio of 40% or higher.
- Maintain satisfactory scores on all mystery shopping reports.

Skill Requirements

- Knowledge of Department of Housing and Urban Development ("HUD") rules and regulations that apply to property management, if applicable
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Basic knowledge of building maintenance, fire prevention and liability reduction principles.
- Knowledge of basic office practices, procedures, and equipment.
- Ability to multi-task on a daily basis and must have good customer service skills.
- Ability to secure and handle payments and to be accountable for payments received.
- Ability to function in a fast-paced environment.
- Respond to and overcome closing objectives.
- Ability to learn computer software such as Excel, Onesite, Word, etc.

Qualifications for this Position

- Valid driver's license and up to date vehicle insurance.
- Neat, clean and appropriate appearance, according to the Prism Employee Handbook guidelines.
- Meet Criminal Background & Credit Check, prior to employment

We offer competitive salary, excellent benefits, fun work environment, responsive management and an opportunity to grow.

EEO Employer; it is our company policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, citizenship status, sexual orientation, gender identity or any other legally protected category.

NOTE: This job posting should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

Member of



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