

Leasing Manager - Latam

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Company: Sagan

Location: Bogotá

Category: management

Job Title: Leasing Manager - Latam

Location Remote (PST Timezone)

Working Schedule: Monday - Friday, 9:30 AM to 5:30 PM PST

(with after-work hours/weekend emails only in true emergencies)

Job Description:

A 10+ year-old American property management company seeks an off-shore Leasing Manager to oversee our leasing efforts.

Experience in residential property management is preferred, but not absolutely required.

If you are at least familiar with the basics of how leasing works in the United States, are extremely detail-oriented *and* have a background overseeing salespeople, we would like to hear from you.

Role Overview:

Oversees efforts of a team of 7-8 leasing agents here in the States.

Maintains our vacancy spreadsheet (which contains information regarding current and upcoming apartment vacancies, including current, and desired future rents, etc.).

Assists in setting asking rents for vacancies based on recent market conditions.

Regularly reviews all our ads to make sure the agents have posted them correctly.

Assists agents in creating leases and getting them signed by prospective tenants.

Collects and analyzes data from leasing agents regarding inquiries, tours, etc.

Communicate with owners about vacancies / asking rent setting.

With after-hours or weekend emails only in true emergencies.

Requirements:

Familiar with the basics of the American apartment rental business (leases, deposits, rental amounts, etc.).

Very strong spoken and written English.

Forceful personality (comfortable holding leasing agents accountable for performance).

Extremely detail-oriented.

Comfortable with technology, including Google Workspace (spreadsheets, word processing, etc.).

Willing to learn to use Appfolio and HelloSign / DropBox Sign (prior experience with either or both a plus).

Stable, fast internet connection.

Modern computer.

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- 1. Leasing Manager - LatamHollywoodjobsJobs BogotáHollywoodjobs** ↗
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