

Leasing Manager

LAWRENCE, KANSAS

Are you a seasoned Apartment Marketing and Leasing Manager looking for an opportunity to show incredible value? Are you someone who stands apart from the crowd? If so, this may be the opportunity for you!

Copaken Brooks is seeking a Dynamic Super Sales Star to lease apartments at our community in Lawrence, KS. The Leasing Manager's main responsibilities include marketing and leasing units to successfully meet community leasing and resident retention goals.

Copaken Brooks, LLC is a full-service commercial real estate firm headquartered in Kansas City and serving the Midwest. The company's full suite of services includes investment acquisition and sales, tenant representation and HQ relocations, condominium management, property management, asset management, development, leasing (office, retail, medical, industrial and underground), and construction management. We have over 90 years of proven experience in playing a major role in where millions of people go to work, shop, and live.

We are currently seeking an **Leasing Manager** to be located in Lawrence, Kansas.

Responsibilities:

- Oversee the entire leasing and renewal processes
- Manage all lease files
- Provide motivation and oversee sales goals on a daily basis
- Provide support and management to the Leasing Staff, assuring they are equipped with the resources needed to succeed.
- Track traffic, appointments, and leases daily
- Complete weekly market surveys
- Coordinate all community outreach marketing and Social Media Management
- Ensure team has the proper material and supplies needed to be successful
- Submit weekly reporting and weekend update reporting
- Provide a method for daily accountability of leasing activity
- Administer and review all lease paperwork to be submitted to property manager
- Routinely evaluate community apartment pricing, additional revenue streams, and market trends to accurately forecast future performance
- Assist property manager with daily duties as necessary
- Work closely with vendors and the maintenance team to ensure high-quality resident service
- Assist in the planning of resident appreciation functions

Qualifications:

- High school diploma or equivalent
- 1+ years experience in a leasing role and/or management role strongly preferred
- Excellent communication, management, leadership and organizational skills
- Excellent interpersonal, motivational, listening and teaching skills
- Computer literacy
- Social Media guru

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.