

Leasing Consultant – Thousand Oaks at Austin Ranch

The Leasing Consultant is responsible for marketing, leasing, and pre-leasing of rental units within the Billingsley Standards of Excellence. The Leasing Consultant serves as the first point of contact for the property management office as well as all aspects of the leasing process such as completing application files, model and make ready inspections, qualifying and closing on traffic, and ongoing training.

Essential Job Functions:

- Provide high level of customer service and enhance the leasing performance
- Greet residents and prospects in a warm, courteous, professional and welcoming manner
- Perform minor administrative duties
- Ability to juggle multiple tasks at any given time while managing the flow of customers onto the leasing floor

Prerequisites for Employment:

- Outstanding communication and customer service skills
- Must be able to key-board a minimum of 45 wpm with accuracy
- Proficiency with Microsoft Office software required; Yardi experience a plus
- 2 years property/real estate preferred, but not required in lieu of strong customer service experience
- College preferred, high school diploma required

Benefits:

- Medical, Dental and Vision insurance available
- Basic and Supplemental Life Insurance, Short & Long Term Disability coverage
- 401k plan with generous company match
- Numerous company-related perks and discounts, including reduced leasing fees, etc
- Conveniently located near the new Nebraska Furniture Mart complex

About Billingsley Company:

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.

Combining its relationships in the local market with its expertise in development, Billingsley Company provides expanded opportunities for its business partners. From raw land to fully developed communities, Billingsley Company is engaged in each step of the process. We own, design, finance, lease and manage for the future success of our investments and the future success of our tenants. Our decisions in design, finance and construction are grounded in doing what is right for the long term.