



Leasing Coordinator/Showing Representative

Come and join us in this new opportunity. Cal West Property Management is looking for two professional leasing assistants to help fill a brand new 50-unit secured luxury apartment complex in San Jose. The leasing assistant will work on site at the leasing office. This opportunity will help to form the process and implementation of systems and procedures that will guide this community for years to come. Google is building a hub nearby and this location is about to explode with new growth and opportunity. Some of the duties for our leasing assistant will include:

- Showing vacant apartments
- Scheduling and administering lease signings
- Processing applications
- Creating/modifying marketing campaigns
- Conducting move-in inspections
- Providing weekly reports to Property Manager
- Helping to resolve issues with residents
- Scheduling work orders as necessary
- Other administrative duties as needed

Cal West Property Management is a leader in residential property management in the Bay area and we are seeking a part-time and/or full-time showing assistant for this beautiful new complex. This fast-paced opportunity will allow the right candidate to write creative ads, meet interesting people, and provide a much-needed service for residents looking for a place to call home.

Pay range is hourly at \$18.00-\$22.00

Skills and attributes to possess:

This position is highly visible and requires excellent communication, customer service and time management skills.

Here are some other skills that will help you succeed in this position.

- Ability to prioritize
- Team player
- Honest/Ethical
- Computer skills/Social media/Social networking

Real Estate Licensee or studying for real estate license a plus but not required
High school diploma or equivalent required

Job Type: Full-time/Part-time

Interested in working for us? Please send resumes to robert@cw-hms.com