



If you are interested in this position, please apply online via the link below or send your resume to Rockford's Talent Acquisition Specialist Emileigh DeWitt at [edewitt@rockfordconstruction.com](mailto:edewitt@rockfordconstruction.com).

<https://rockfordconstruction.com/careers>

### **Leasing Agent**

Work Location: 601 First Street NW, Grand Rapids, MI 49504

Position Classification: Full-time

### **About This Opportunity**

Rockford Construction has an immediate opening for a Leasing Agent on our Property Management team. The Property Management Team at Rockford operates several properties throughout West Michigan in excellent/thriving locations. As a Leasing Agent, you will be the key liaison for prospective residents at several of our properties. We are searching for a friendly, outgoing individual who has previous leasing/sales experience and can offer great customer service. Essential duties of this position will be presenting properties and provided amenities in a positive light to prospective residents.

Apply today, if you want to join the Rockford Property Management Team! We have a world-class team culture and work environment!

### **Key Responsibilities**

- Maintains files for properties, including current resident and future resident information.
- Provides leasing information to prospect renters and tours them through the building and apartments.
- Follows up with leasing leads and enters traffic into CRM.
- Creates leases and prepares move-ins; submits and follows up with work orders.
- Builds relationships with residents and assists with various resident needs.
- Other duties as assigned.

### **Requirements**

#### **Education Requirements:**

- An Associates Degree in Hospitality, Business Administration, Communications or similar.

#### **Competency Requirements:**

- A minimum of two years of experience working in an administrative support role or similar (industry experience preferred).
- High degree of confidentiality and extreme attention to detail.
- Must possess superior oral and written communication and interpersonal skills.
- Must possess the ability to organize, prioritize, and manage multiple task.
- Yardi and Customer Relationship Management (CRM) experience is a plus.
- Must have a working knowledge of MS Office, including strong skills in Excel, Word, and Outlook.



### **Benefits**

Rockford offers competitive compensation, 401(k) with company match, comprehensive healthcare plans, generous paid time off including, continued learning and training opportunities, on-site health and wellness activities, tuition reimbursement, flexible work schedules, and access to industry-leading technology. Team members are also provided opportunities to help shape their community for future generations through volunteer time off and opportunities for involvement with local organizations.

### **Who We Are**

At Rockford, we're not just in the business of creating buildings – we're creating neighborhoods, businesses and communities and we're looking for people who are ready to make an impact. Rockford is a nationally recognized construction, development, and property management provider ranked by Engineering News-Record as one of the top 200 contractors in the nation. With regional offices in the Midwest and Southeast, we've built projects totaling more than \$5 billion in varying scope and size, serving education, healthcare, hospitality, multi-unit, mixed-use, senior living, manufacturing and industrial clients. We're delivering forward-thinking ideas with an approach that's built on safety, teamwork and a dedication to quality. Rockford Construction respects and values the characteristics, talents, and perspectives that make each person unique. We believe that by bringing diverse individuals together, in an inclusive manner we can more effectively collaborate, innovate, and solve the problems that face our world. We are committed to creating and fostering a team, partners, and strategies that reflect this purpose.

### **Type of Environment**

The work environment for this position is a mix of a typical office environment and visits to construction project sites. When in the office, the physical demands require the ability to sit for long periods of time. Intermittent movement will be necessary to perform requirements of the position such as accessing centrally located office equipment.

### **Environmental Factors**

The work environment for this position may subject the individual to hazards commonly associated with construction sites. Examples of physical hazards include noise, proximity to moving vehicles, atmospheric conditions, close quarters, uneven surfaces, and elevated surfaces. The individual may also be subjected to outside environmental conditions (weather) where protection may not be available. Personal Protective Equipment (PPE) is required at all times outside the job trailer. The work environment for this position may also include occasional visits to the corporate office and job site trailer, the physical demands require the ability to sit for long periods of time.

*Rockford Construction is an Equal Opportunity Employer (EOE). We invite all qualified applicants to apply and do not discriminate against individuals because of their race, color, religion, national origin, gender, physical or mental disability, veteran status, or age.*