

Job Title: Leasing Agent

SUMMARY: We are currently looking for a full-time Leasing Assistant to join our team in Gillette, Wyoming. The primary responsibility of this role will be to assist management of apartment buildings in an efficient and value enhancing manner that is consistent with the overall strategic plan for each property. This includes joining an established team, and helping them in being accountable for all business, financial, personnel, and additional aspects of the assigned properties including preparing, implementing and adhering to the approved strategic plans, individual and overall budgets, coordinating and with staff of each property, to fulfill the day-to-day activities of the property, in delivering services and support to the client(s) and tenants.

RESPONSIBILITIES:

- Work with manager in preparing all leasing activity reports for all locations; reviews and approves all reporting from the properties before presenting these to the responsible Portfolio Manager
- Help on-site property staff conduct formal site inspections monthly in compliance with established standard operating policies and procedures and in accordance with the management agreement and client requirements
- Regulatory compliance and effective management of risk and liability for both ERES and client
- Performing in an agency leasing capacity, participates in tenant selection, negotiation, and analysis of credit risk
- Conducts periodic site visits, inspections and surveys
- Supports and provides leadership in a commitment to achieve ERES and client expectations for service and business objectives consistently upholds and applies the company's policies regarding appropriate professional behavior to ensure that the values of the firm are exhibited by the actions of the staff.

REQUIRED KNOWLEDGE AND EXPERIENCE:

- Breadth and depth of experience in leasing, construction, engineering and all facets of property operation and building management
- Knowledge and experience with financial accounting in Commercial & Residential real estate, financial reporting and budgeting
- Excellent technical, interpersonal, and analytical skills required
- Excellent written and oral communications skills required
- Strong computer and systems knowledge

SAFETY:

- Perform all work with forethought as to risk avoidance and within the safety of staff and tenants alike in mind.
- Notify Direct Supervisor of any incidents or situations that may result in an insurance claim on the site.
- Assure compliance with all fire and safety codes and regulations and to make precautionary repairs etc. where risks begin to appear.
- May perform or supervise periodic testing/ inspections of all fire alarms, smoke detectors, fire extinguishers, and private hydrants.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Knowledge of relevant occupational health and safety regulations and standards associated with property leasing.
- Perform all activities in compliance with Company policies.
- Ability to interact well with the general public and clients in a polite and courteous manner and in accordance with the Company's Code of Conduct.
- While performing the duties of this job, the employee is regularly required to talk or hear, drive, bend, lift and sit at desk in office for long periods at a time. File, stack and sort.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintain a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care) national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

