



POSITION OPENING

Leasing Associate

Bellwether Housing is a highly respected non-profit housing organization, providing affordable apartments to 1,900 households in 30 properties throughout Seattle. We seek an experienced Leasing Associate to join our Property Management Department.

This position will provide leasing assistance to properties that are experiencing a high number of vacancies, and during the initial lease-up of a property.

Bellwether Housing is proud to be one of the 100 Best Companies to work for in Washington for 2011, 2012, 2013, 2014 and one of the five best non-profits in the State. Come join our award winning organization.

Position Responsibilities:

- Provide professional, responsive, unbiased, caring and knowledgeable interactions with applicants and current residents.
- Ensure fair housing and landlord/tenant laws and Bellwether policies and procedures are fully upheld.
- Answer inquiry calls, providing screening and assisting with apartment searches.
- Assist applicants to accurately complete rental application and required supporting documentation.
- Process application, verifying rental and criminal history, income qualifications, etc.
- Assist applicant with deposit and lease addendums and coordinate with applicant and Resident Manager regarding move-in date and time.
- Prepare lease documents, collect first rent payment, and establish resident account in property management software.

Bellwether offers an uplifting work environment with a diverse group of highly talented professionals who are committed to our mission of creating housing affordability so that people and communities can thrive. Bellwether has flourished for over 35 years through leadership, vision, entrepreneurial spirit, and a commitment to our values of respect, integrity, community and excellence.

An attractive and competitive salary and benefits package, commensurate with experience, will be offered to the right candidate.

Application Process:

Please send a cover letter and resume, **along with your salary requirements**, in Word or Adobe format, to:

Bellwether Housing
1651 Bellevue Ave.
Seattle, WA 98122

Email: jobs@bellwetherhousing.org
Fax: (206) 623-9404
Web: www.bellwetherhousing.org

Please visit our website to learn more about Bellwether Housing.

Minimum Requirements:

- High school diploma or GED.
- One year prior work experience in apartment leasing or high-volume customer service role in the property management industry. Exceptional customer service aptitude, including problem-solving skills and ability to respond quickly and tactfully to customer requests.
- Knowledge of and/or training in federal fair housing laws and landlord/tenant laws.
- Experience working with Microsoft Office applications (Word, Excel, Outlook).
- Ability to remain calm under pressure.
- Dependable, self-motivated and organized individual skilled at multi-tasking, meeting deadlines and producing high quality work.
- Good oral and written communication skills in English.
- Ability to work independently or as part of a team. Positive attitude a must.
- Must be able to type at least 40 wpm.
- Enjoys sales activities, including closing.
- Demonstrated ability to interact with diverse populations.

Desired Qualifications:

- Experience in subsidized or affordable housing, with screening and income qualifying applicants.
- Bilingual in English/Spanish, English/Tigrinya or English/Amharic.
- Prior experience working with property management software.
- Knowledge of Low Income Housing Tax Credit Program (WSHFC Guidelines) and Section 8 (project-based and tenant-based) applicant processing procedures.

Other Position Requirements:

- Candidates selected for this position must pass a criminal history background check prior to employment with Bellwether Housing.
- Candidates selected for this position must have a valid driver's license.

Bellwether Housing is an equal opportunity employer. No applicant will be discriminated against because of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, sensory or mental or physical handicap, or disabled veteran or Viet Nam era veteran status.