



NEST PROPERTY MANAGEMENT IS HIRING A...

LEASING & MARKETING ASSOCIATE

Nest Property Management is a full-service property management and leasing company in Charlottesville. We focus mainly on residential single family homes, condominiums, attached town homes, and apartments in Charlottesville, Albemarle, and surrounding counties.

Nest PM is a product of Nest Realty, one of the most respected real estate firms in Central Virginia. In just six years, Nest has grown to receive regional and national accolades for marketing and innovation in real estate. In addition, we have twice been honored by INC Magazine as one of the fastest growing private American companies.

We believe the real estate experience is often a gateway to the next chapter of your life. The process should be a happy one. Fun. Moving. Exhilarating. It is for us and we love sharing it with our clients.

Though we still operate like a start up, we are growing. That's where you come in. We're seeking a remarkable Leasing and Marketing Associate to join our team and help us ensure we offer our clients with exceptional service.

THE OPPORTUNITY

In a world of Google searches, self-checkout lines, and automation, it is more important than ever to dedicate time and resources to providing exemplary customer service. We're looking for a Leasing and Marketing Associate to help us provide top-notch service to property owners, prospective tenants, and tenants.

THE BIG PICTURE

Here's a rundown of the tasks and responsibilities of the Leasing and Marketing Associate:

- You will work hand-in-hand with our entire team to handle all incoming prospect inquiries in a timely and professional manner. It's vital that you are courteous and responsive to their requests.
- You'll be busy on the front line, nurturing prospective clients...and extremely meticulous and organized when following up with each of them so that we can place qualified tenants in the investment properties that we manage.
- You'll help implement and execute organizational, leasing and marketing strategies so that we maintain high occupancy levels in the properties that we manage.
- You'll help keep the team extremely organized by being responsible for the maintenance and administration of all property, landlord, tenant, and lease information.

THE DETAILS

At Nest, no work day is ever the same...we can promise that. Here's a list of some of the ongoing tasks that you'll be responsible for:

- Handle incoming inquiries and schedule showings of available rental properties
- Show prospective tenants any available rental properties
- Process lease applications and lease forms; collect rental deposits and fees
- Responsible for coordinating details of new tenant move-ins
- Maintain a deep knowledge and understanding of the leasing process, as well as the details of our property inventory
- Maintain a deep knowledge current market conditions so as to advise owners and prospective owners of ongoing rental values
- Responsible for certain ongoing property marketing initiatives so as to ensure maximum exposure for Nest and our available property inventory
- Efficient and timely processing of ongoing administrative forms and reports
- A deep understanding and respect for Fair Housing laws

THE SKILLS

You must be:

- Experienced with a minimum 2 years experience in leasing and/or a relevant sales field
- Engaging, transparent, and genuine - both offline and online
- A strong communicator - both written and oral
- Organized and able to manage a fast-paced environment with little supervision
- Savvy with technology and digital channels
- A team player. We're a small company and everyone pitches in to get the job done
- Knowledgeable about Charlottesville and Albemarle and love this area

HOW TO APPLY

To apply for this Charlottesville-based position, please send us...

1. Your resume
2. A thoughtful cover letter, and
3. Your salary requirements

The above information can be sent to jk@rentwithnest.com.

No phone calls, please.

Please note that incomplete applications will not be considered.

Compensation is commensurate with experience. There are opportunities to earn bonuses based on performance metrics. Medical coverage (health and dental) included. And, yes, we've got a 401k plan, too.

This is a full-time job that will require some evening and weekend responsibilities.

Confidentiality is ensured. We can't wait to hear from you!