



## ABOUT

West End Management and Leasing is one of the largest, locally owned property management companies serving the St. Louis and St. Charles areas. We offer full-service property management covering the **ENTIRE** cycle of the leasing and property management process.

Our property managers operate at an elevated level in every aspect of their business and are distinguished among the real estate community. We will continue to be the go-to organization for full-service property management.

Working at West End Management & Leasing you will have:

- Stability in a well-established company
- A professional and collaborative work environment
- A modern, tech-supported workflow
- Opportunities for direct client interaction
- Clear, ethical business practices
- Experience in a fast-growing property management sector

## JOB DESCRIPTION

We continue to grow and are seeking an experienced Property Management and Leasing Consultant ASAP. We have a fun, relaxed work environment, but candidates must be career driven, looking for a challenging environment. Must have a Missouri Real Estate License. We are centrally located in the Clayton area and provide office space, business cards, sign riders, leads and more!

### Leasing Responsibilities:

- *Market the property* – Ensure that the property is receiving maximum exposure using websites such as the MLS, Craigslist, and other websites.
- *Coordinate showings* – Meet prospective tenants at the property to take tour of home. Provide feedback to owner after the showing.



- *Process background checks* – Verify employment, rental history, and other background checks.
- *Lease Negotiation* – Negotiate terms of lease agreement with prospective tenants or tenant representative on behalf of the owner.
- *Lease composition* – Compose lease and ensure Missouri Law compliance.
- *Municipality inspection coordination* – Schedule and meet the respective municipality at the property to ensure code compliance.
- *Collect funds* – Collect all necessary funds prior to lease start date.
- *Move-in coordination with tenant* – Meet new tenant at home to turn over possession, go over and questions.

#### **Property Management Duties:**

- Schedule/supervise and follow up on maintenance work orders.
- Site visits - Perform housing maintenance inspections.
- Facilitate bids for clients.
- Interact with tenants/owners/maintenance staff/agents on property concerns.
- Schedule, attend and coordinate with municipalities and utility companies on inspections.
- Coordinate maintenance appointments with property managers, agents, maintenance tech, and tenants.
- Communicate with all parties to maintenance completion including property manager and other office staff.

#### **Qualifications & Education:**

- Experience in property management in SINGLE FAMILY properties preferred.
- Working knowledge of housing systems such as HVAC, water heater, electrical, plumbing etc.
- Proficiency with Microsoft programs such as Word, Excel, and Outlook



- General knowledge of property management software
- Strong customer service skills
- Must play well with others – we have fun environment and positive attitudes area.
- Working knowledge of Missouri landlord/tenant law
- General knowledge of Microsoft products
- Single family leasing experience
- Meticulous
- Initiative-taking
- Willing to learn.

**Education or License:**

- College Degree preferred but not required.
- Missouri Real Estate license

We operate under the philosophy that if you put your clients first, income and commissions will follow. This is a customer service driven company. So, if you want to be part of a fun-growing company please submit your application. Many of our properties will be in St. Louis and St. Charles counties. We are willing to train the right candidate and we have leads!!!!

The sky is the limit with challenging work. Please submit cover letter, and resume with references to [seth@westendmgt.com](mailto:seth@westendmgt.com)

Applicants without real estate license will not be considered.

**Pay:** At least \$75,000.00 - \$85,000.00 per year

**License/Certification:**

- Driver's License (Preferred)
- Real Estate License (Preferred)