



Commerce Properties is seeking a Leasing Consultant who thrives in a fast-paced, team environment who is eager to grow their career! This position is located near downtown Portland and is a 257-unit vintage hi-rise. This is a full time position working Tuesday thru Saturday.

A unique approach to property management. Commerce Properties is a values-based real estate company with a fresh approach to managing both its assets and people. We believe it's more important to abide by our values than to compromise for the sake of short term gain. Our company culture promotes a healthy work-life balance. Even better, we invest in the ongoing education and professional development of our people who know they are valued and appreciated. Our company combines the fresh outlook a young venture with the stability and wisdom earned over more than 70 years in business. We own and manage a portfolio that includes four residential properties totaling 777 units as well as two retail locations. We are focused on strategic, long-term growth in the Portland area.

Duties:

- Leases apartments to prospective residents, including phone calls, initial meeting, tours, screening applications, scheduling and monitoring move-ins and move-outs. This does include weekend work.
- Manages online advertising and assists with marketing.
- Administers work orders and turnovers.
- Provides customer service to residents.

Qualifications:

- At least 2 years of customer service or relevant experience.
- Ability to manage multiple and competing priorities.
- Strong organization and communication skills preferred.
- Demonstrated experience building meaningful relationships with customers.
- Must be able to pass criminal background check and drug screen.

What We Offer:

- A values-based work environment.
- Competitive pay.
- PTO and paid holidays.
- Positive and open communications.
- Personalized training and development.
- Opportunity for career growth.

For consideration, please send your resume, list of potential references and a cover letter with relevant experience.

Commerce Properties is an EEO employer.