



NYO Property Group
Job Description Analysis
February 1, 2019

Leasing Agent Job Description

GENERAL

- Organization:** NYO Property Group
- Background:** The **NYO Property Group** (NYOPG) is a multifaceted real estate development group launched in 2012 in partnership with local developer, Dominic J. Marchionda, and the Brooklyn, NY based group Pan-Bros Associates. This partnership was established in effort to acquire, stabilize, and redevelop the historic building stock in the Downtown Youngstown and campus district.
- Mission:** The **NYO Property Group** is committed to bring these buildings back to life, where people invest time, money and energy into the street life of the Downtown & Campus District. NYO Property Group understands that a successful rebound for Youngstown, Ohio will require multiple layers of collaboration on a local, state and even federal level.
- Title:** Leasing Agent
- Work Schedule:** Approximately 10 hours per week
Some evenings and weekends required
- Compensation:** \$10.00/hour
- Website:** www.nyopg.com
- Telephone:** 330.743.5287



Under the general supervision of the Property Manager and Leasing Manager, the Leasing Agent will coordinate and manage all responsibilities related to seeking new leases for all residential properties.

SKILLS/QUALIFICATIONS

1. Excellent communication skills
2. High energy
3. Ability to manage multiple projects/workloads simultaneously and prioritize effectively
4. High level of professional ethics
5. Excellent organization skills
6. Ability to effectively communicate the company's mission and vision
7. Ability to work independently of and in collaboration with other staff of the company and partners

RESPONSIBILITIES

- Present properties and provided amenities in a positive light to prospective tenants
- Advertise available properties using a variety of media and promoting materials
- Determine the needs and living standards of prospect customers and make suggestions for building upgrades as needed
- Know schedule of local events and attended as needed
- Spend time on campus, posting fliers and passing out promotional items
- Stay knowledgeable of the property market status
- Provide information on all aspects of properties (expansion, zoning, crime, etc)

Community Relations

1. Coordinate outreach with interns/marketing team for newsletter/downtown events efforts
2. Communicate daily with Resident Assistants and interns
3. Communicate regularly with prospective tenants.
4. Communicate regularly partnerships such as, YBI, YSU, downtown restaurants, other property owners and property managers, City Economic Development Office, Mill Creek Metroparks, Covelli Convention Center, local theatres and institutes.

To apply, please send cover letter and resume via email. Only send hard copy resume and cover letter if you cannot access a personal computer.

NYO Property Group
11 Central Square, Suite 300
Youngstown, Ohio 44503

Email: info@nyopg.com

Equal Opportunity Employer