

Leasing Associate

Full Time
Harrisburg, PA, US

About the position...

We are searching for a **Leasing Associate** for our Georgetown property located in Mechanicsburg. The ideal candidate is customer oriented, professional, and able to work under pressure and with interruptions in a fast-paced environment.

- Responsible for the initial steps of leasing a rental home.
- Assists with special events held at the properties.
- Presents rental homes to prospects.
- Maintain general office files along with lease files.
- Collects and processes monthly rent checks and deposits.
- Provides resident follow up and retention.

What we are looking for from you....

- Minimum of a High School Diploma or general education degree (GED)
- Strong phone, computer and in-person verbal and communication skills
- Should be able to work under pressure and with interruptions
- Proficiency in Microsoft Office
- Detail-oriented
- Must be customer oriented

Why work for Triple Crown Corporation??

- Ranked #2 in the Fastest Growing Companies in Central PA for 2021
- Stable, Growing, Successful company with over 45 years of success in the Greater Harrisburg area!
- Active Military/Veteran friendly workplace
- Health, Dental, and Vision insurance for employee and family
- Retirement Plan - 401K with employer match & profit sharing
- 11 PTO days within the first 6 months of employment

Selected applicant will be subject to a background check and pre-employment drug/alcohol testing.

We are an Equal Opportunity Employer
