

Powell Property Management is growing. We are family owned, with over 108 years' experience in South King County. We are seeking an experienced leasing agent to assist in the professional day-to day management of our various properties. Our portfolio consists of multi- family apartments, commercial units and single family homes.

## Leasing Agent

**Starting Salary: \$40,000-\$43,000 plus Leasing Commissions**

### Job responsibilities:

- Must be able to show apartments and assist with prospective and current tenants in a professional manner
- Process paperwork including move-out inspections, lease renewals, new move ins and tenant applications
- Initiate work orders and other customer service requests
- Manage tenant compliance

### Required Skills and Experience:

- Minimum two (2) years of experience in multifamily housing.
- Excellent communication skills with the ability to form relationships with tenants, owners and employees.
- Good time management and organization skills.
- Knowledge of Fair Housing Laws and Landlord Tenant Laws
- Knowledge of Microsoft Office, Property Management Software
- Ability to multi-task and prioritize workload to meet deadlines
- Must have good working vehicle – mileage reimbursed
- Washington Real-estate license is preferred

### Salary and Benefits:

- Base Wage plus leasing commissions
- PPM offers, 401K, medical, vacation and sick leave

### Send resume to:

Shannon Browning, Property Manager  
Powell Property Management  
Des Moines, WA

[hr@powellmgt.com](mailto:hr@powellmgt.com)

EOE (Equal Opportunity Employer)  
No phone calls please