Pointe
SAN MARCOS

BRAND NEW
NOW LEASING FOR FALL 2017

Mikkel Lopez
General Manager

 Lease At: 316 N. Edward Gary St,
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WWW.POINTESANMARCOS.COM
LUXURY LIVING FOR TEXAS STATE STUDENTS

ACROSS THE STREET FROM CAMPUS!

COMMUNITY AMENITIES
- Resident Lounge with Gaming Area, Pool Table and Flat Screen TVs
- Two Rooftop Terraces w/ Panoramic Views
- Courtyard Fitness Center
- Controlled Access and Key FOB System
- Conference/Study Room
- Resort-Style Pool
- Tanning Salon
- Fire Pit
- Exclusive Resident Events
- On-Site Parking
- Bicycle Storage
- Reserved Parking Available
- Coffee Bar
- On-Site, Professional Management
- Across the Street from Texas State University
- Located Next to Campus Bus Stop
- Loft-Style Units

APARTMENT AMENITIES
- Gourmet Kitchen with Designer Tile Backsplash
- Granite Countertops
- Free Cable, Internet, Trash and Recycling Services Included
- Modern Finishes
- Roommate Matching Available
- Designer Tiled Bathrooms
- Private Bedrooms & Private Bathrooms
- Wood-Style Flooring
- Walk-in Closets in Select Bedrooms
- Washer/Dryer In Every Unit
- Energy Star Appliances
- Private Balcony/Patio
- Ceiling Fan in Every Bedroom
- Individually Keyed Entry to Bedrooms
- 42" TV In Every Living Room
- Furnished and Unfurnished Options Available

POINTESANMARCOS.COM • (512)766-5876 • POINTESANMARCOS
LEASE: 316 N. EDWARD GARY ST, STE D, SAN MARCOS, TX 78666
LIVE: 417 COMANCHE ST, SAN MARCOS, TX 78666
Pointe San Marcos
Leasing Manager
San Marcos, Texas
Department: Leasing Manager

Type: Full-time

Min. Experience: Some Experience

POSITION SUMMARY
Responsible for effectively leading leasing team and accomplishing effective leasing, marketing, and positive resident relations of an apartment complex.

REQUIRED EDUCATION AND TRAINING

DEGREES AND DIPLOMAS
• High School Diploma or Equivalent required; college degree preferred

SPECIFIC SKILLS/EQUIPMENT
• Must be able to use the following equipment: telephone, fax machine, computer (and property software as well as Microsoft Office), copy machine and business calculator
• Knowledge of basic maintenance equipment (i.e. key machine) would be a plus
• Must have basic knowledge of Fair Housing Laws and OSHA requirements

EXPERIENCE OR SPECIALIZED KNOWLEDGE
• 1 to 3 years prior leasing experience
• Strong attention to detail and sales ability is a must
POSITION ACCOUNTABILITIES

The following are essential job accountabilities:
1. Property Leasing and Administration
   a. Greet prospects and qualify by covering all criteria (ask questions, utilize completed guest cards, etc.); immediately record all telephone and in-person traffic appropriate reports
   b. Files guest cards and maintains according to established procedures
   c. Conducts all functions necessary to close the sale, including making appointments, generating new leads, conducting tours, maintaining show rooms, and any follow-up necessary
   d. Utilize marketing strategies to ensure traffic (i.e. competitive rental rates, promotions, locators)
   e. Ensure staff leasing techniques are effective in obtaining closure
   f. Secures new resident signatures on appropriate paperwork prior to move in
   g. Orient new residents to property (i.e. turn over keys, reviews property rules, regulations and procedures, point out mail boxes, and review amenities, etc.)
   h. Projects a favorable image of the community to achieve property objectives and public recognition
   i. Adheres to standards and complies with: corporate procedures, government laws on Fair Housing, and all inspections of the facility
   j. Places customer needs, requests, and follow-up as a number one priority
2. Resident Relations
   a. Receive all telephone calls and in-person visits; listen to all resident requests, complaints, and comments and immediately complete maintenance work orders to inform maintenance team
   b. Answer questions for residents about the property, repairs, rent, rules, etc.
   c. Follow up on a timely basis if not able to respond to resident requests or problems immediately
d. Ensure consistency in dealing with residents on all matters
  e. Assist in planning resident functions (i.e. parties, contests, etc.); attend
     after hours functions and participate as a host as needed
  f. Enforce policies of the community that are delegated by immediate
     supervisor
3. Property Marketing
   a. Advise residents of referral concessions (if applicable)
   b. Assist in placing, removing, and updating banners, balloons, bandit
      signs, flags, etc.
   c. Distribute newsletters, pamphlets, flyers, etc.
   d. Assist in obtaining marketing information
   e. Generates traffic of prospective customers by utilizing advertisements
      for periodicals, direct mailers, follow up letters, telemarketing campaigns,
      in-house programs, etc.
   f. Assists with the design of advertisements for periodicals, direct mailers,
      follow up letters, telemarketing campaigns, in-house programs, etc.
   g. Conducts all functions necessary to close the sale, including making
      appointments, generating new leads, conducting tours, maintaining show
      rooms, and any follow-up necessary
   h. Regularly completes market surveys, including university and local
      marketing conditions
   i. Conducts all functions necessary to maximize revenue during the
      summer, including leasing all space, coordinating with other departments,
      etc.
   j. Performs after hours duties as needed (i.e., attend student functions, PR
      events, etc.)
   k. Assists with the development and implementation of ideas to retain
      residents
4. Personnel
   a. Assists the Community Manager and/or Leasing Manager with the
      supervision of the leasing staff, including training, development, evaluation,
      and rewards
   b. Maintains daily contact with staff and attends meetings as appropriate
5. Administration of Leasing Operations
   a. Gathers and/or compiles information for requested reports
b. Completes all necessary paperwork for move-in, check-out, and other peak periods

c. Processes all paperwork associated with generating a lease in a timely fashion

d. Assists in corporate projects as requested