



www.icmproperties.com

ICM Properties, Inc.
LEASING AGENT

ABOUT US

Since 1966, ICM Properties, Inc. has been a full service property Management Company with over two thousand apartments on the north side of Chicago. We are a team of knowledgeable leasing agents, professional property managers, and hardworking maintenance staff.

JOB SUMMARY:

- On the job training! Get paid to learn about all aspects of the rental market!
- Lease new, rehabbed and vintage apartments all over the north side of Chicago
- Demonstrate the features and benefits of our properties
- Generate own leads through web based ads like Craigslist and Chicago Reader
- Follow up on leads and inquires generated through office advertising
- Market properties to bring in new business
- Fill out leases and guide applicants through signing process
- Some office duties required
- Assist property management team with aspects of their job

REQUIREMENTS:

- Must have own car, up to date auto insurance and be willing to keep it presentable
- Previous leasing experience a plus but not a required
- Willingness to learn
- Pleasant phone manner
- Confident, outgoing personality
- Must be motivated to sell and be creative!
- Great follow up skills, oral and written communication, detail oriented
- Basic computer experience necessary, Microsoft Office, Word & Excel
- Weekend hours required

COMPENSATION

Earn \$35,000 to \$90,000 or more in a year! Guaranteed draw and eligible for benefits.

This is a great position for a self-motivated salesperson. We work almost exclusively on a commission basis, so if you work hard you will make a great income. Guaranteed salary draw upon hiring until training period is completed.

PLEASE NO CALLS. E-MAIL W/ RESUME ONLY.

Email Contact: career@icmproperties.com

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