



**Join Dakota Commercial as the Friendly Face of Leasing!** Dakota Commercial, a local property management company located in Grand Forks, ND Is In Search of That “PERFECT FIT” for a Full-Time Leasing Specialist/Property Management Assistant. The position requires 40 hours per week typically M-F with benefits to include employer paid health insurance, paid time off and 401K plan.

The primary duty of the Leasing Specialist/Property Management Assistant shall be to protect the best interests of the owners and to represent Dakota Commercial and the properties they manage in a competent, professional manner. As a Leasing Specialist/Property Management Assistant, you will become the public face of our property and the key liaison between the management office and our current and prospective renters. The Leasing Specialist/Property Management Assistant should make every effort to be aware of the condition of each property, as well as the security, safety, and cleanliness, and take the necessary steps to report, repair or clean anything you feel needs attention. You will work with other Leasing Specialists and Property Managers on our team and answer directly to the Property Managers and the Director of Property Management.

**Duties/Responsibilities:**

- Exude a friendly, outgoing disposition and have a desire to “sell” our rental units.
- Possess excellent problem solving and communication skills; be detail oriented.
- Meet with prospective renters and take them on tours of the units that interest them. Provide information about amenities, incentives, etc. You will be the initial contact with prospects, so it is important to be familiar with the properties owned and managed by Dakota Commercial.
- Follow-up with prospective renters.
- Perform move-in inspections prior to rental and perform move-out inspections with residents.
- Walk properties and grounds. Perform light maintenance duties/pick trash as needed to assist Dakota Commercial maintenance staff. Coordinate heavy maintenance issues with maintenance staff.
- Deliver memos and notices to residents as needed.
- Property keys will be issued each morning. You are responsible for returning said keys to the office each day.
- Greet people as they come in and answer incoming phone calls as needed when in the office.
- Possess basic computer skills including Microsoft Office, Word, Excel; and have the ability and desire to learn additional property management software as required.
- Ability to multitask.
- Have access to reliable transportation, a valid driver’s license, and vehicle insurance.
- All other duties as assigned by management.

Always be professional, kind, and courteous to prospects and residents, even if they don’t extend that treatment to you. Management reserves the right to revise the Leasing Specialist/Property Management Assistant duties at any time. **To apply**, please submit your cover letter and resume to [resumes@dakotacommercial.com](mailto:resumes@dakotacommercial.com). Don’t have a resume? Fill out this [Employment Application](#) and submit to [resumes@dakotacommercial.com](mailto:resumes@dakotacommercial.com).