



CALIFORNIA STATE UNIVERSITY, STANISLAUS
 CAREER SERVICES, ADVISING RESOURCE CENTER
 One University Circle, Turlock, CA 95382
 Phone (209) 667-3661/FAX (209) 664-7032/Email career@csustan.edu

Submit

Employment Listing Form

All of the following information will be made available for student review.

Position Type	Internship <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Full-Time <input checked="" type="checkbox"/>	Summer <input type="checkbox"/>
Position Title	Leasing Agent			
Company Name	California Prime Properties (Property Management)			
Application Period	10/1/14 - 11/15/14	Start Date	Immediate	No. of Openings 1
Days/Hours	Full-time (include weekends)	Wage/Salary	\$12-\$14 /hr	Location Modesto

Job Description

Seeking enthusiastic, professional individual with excellent verbal and written communication skills to market, lease and maintain positive relations with potential and current customers. Job includes but is not limited to; clerical duties (managing multi-phone lines, filing, data entry), must drive to and from properties for showing and/or inspections, etc. Position is full-time and candidate must be available to work on weekends with limited supervision once trained.

Qualifications

- Valid drivers license with clean driving record (work vehicle provided)
- Excellent communication skills required with comprehension of anti-discriminatory/fair housing laws (Bilingual preferred: English/Spanish)
- Computer literacy: Microsoft Office (Word, Excel)
- 2 years experience in a customer service oriented job
- Team player with strong organization, time management and follow-through abilities
- Experience with conflict resolution
- Must pass drug screening

How to Apply

Fax 1 pg. resume to (209) 577-3776

Contact Person	_____			
Mailing Address	3318 Coffee Rd.			
City	Modesto	State	CA	Zip 95355
Telephone	_____	FAX	(209) 577-3776	
Email	_____	Website	_____	

Interview facilities, job listing, or other services are not made available to employers who unlawfully discriminate in the selection of employees on the basis of race, color, sex, sexual orientation, religion, national origin, ancestry, marital status, pregnancy, age, disability, veteran status, or any other basis prohibited by applicable law.

