

Job Opportunity – Leasing Associate with Creative Housing Inc in Columbus, OH (Temp to Hire)

We are looking for a permanent employee and understand you may simply be looking for “the next thing” until you find your thing. This Temp to Hire position may be the perfect opportunity for you!

Do you want the opportunity to use your knowledge of residential property management to help provide stable housing opportunities to as many persons as possible? Are you detail oriented and enjoy providing strong customer service? If so, we want to speak with you about our Leasing Associate position.

Temp to Hire position after 90 days. Benefit eligible 30-days after hire.

Medical, Dental, Vision, Retirement Plan, Generous Paid Time Off and Holidays!

As a **Leasing Associate** for Creative Housing Inc., you will provide stable housing opportunities and exceptional customer service to all our stakeholders and ensure the accuracy and confidentiality of property, tenant, and client records.

You will also:

- Support document retention initiatives, including scanning, filing, and organizing records
- Perform leasing and occupancy tasks, including initial lease-up and move-in/move-out support
- Maintain residential data across platforms and handle rent changes and notifications
- Coordinate utilities related to vacancies and move-ins/outs
- Provide inquiry support for billing and statement inquiries
- Handle rubbish and neighbor/tenant complaints
- Work within Yardi property management system and provide administrative support

Requirements:

- Bachelors degree preferred; High School Diploma required.
- 3+ years of experience in property management or provider home management required.
- Working knowledge of leasing functions in residential property management.
- Yardi proficiency preferred.
- Strong organizational, prioritization, and problem-solving skills.
- Excellent verbal and written communication skills.
- Typing: Minimum 36WPM
- Customer service-oriented with attention to detail.
- Ability to work independently and as part of a team.
- Franklin County Residency.

Creative Housing is a nonprofit organization dedicated to providing safe, accessible, and affordable housing to individuals with disabilities in the Columbus metropolitan area. Since 1991, Creative Housing has earned national recognition in involving people with disabilities in the development of a wide range of housing options from single family homes and duplexes to small apartment buildings.

If you are ready for a new challenge and want to join our work family, contact us by filling in the form below or send your salary requirements and a current resume to careers@creativehousing.org.

Employer is EOE/AA/M/F/D/V.