

## 159 Main

### Showing Assistant Job Duties & Responsibilities

- Show units to prospective clients
- Identify units to show that meet clients' criteria
- Schedule showings of units with clients
- Promptly answer and return all client telephone calls, texts and/or emails.
- Gather and answer questions
- Provide clients pricing information
- Educate clients about leasing process
- Keep lead agent informed on all client communications and developments (copied on all emails & update notes)

No experience necessary, needs to be reliable and demonstrate good communication skills.

PT Summer Hours 1pm-6pm m-f and as needed on Saturdays

Please contact Sara Jones via phone at (330) 861-4389 or via email at [SJones@159main.com](mailto:SJones@159main.com) to schedule an interview.