

# NOW HIRING

## LEASING COORDINATOR

Miller Chicago is an established brokerage & property management firm. We are seeking an experienced broker or leasing agent to take on the role of Leasing Coordinator.

### Responsibilities

- Run / assess listing comps & create listing agreements for client execution
- Conduct initial walk-throughs - take / coordinate photos, ensure receipt of keys & hang leasing signage at properties
- Update internal listing database / management dashboard with available units
- Post new inventory on website, management portal & Craigslist
- Maintain pricing controls & leasing specials
- Handle weekly owner updates
- Field applications: verify income / landlord references & run credit / background checks
- Coordinate lease signings / tenant move-ins, ensuring agents have keys made
- Record commission bills & file leases
- Day-to-Day oversight of Leasing Team (approx 10 agents)

### Requirements

- 2-5 years experience in Chicago Apartment Leasing
- Vehicle & laptop required
- Nights & weekends on call
- Active Illinois Real Estate License in good standing

### Compensation

- Competitive pay
- Set your own hours - part or full time
- Opportunities for leasing / sales commission also available

**Email Your Resume To [Chris@MillerChicagoRealEstate.com](mailto:Chris@MillerChicagoRealEstate.com)**

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