

## **HALLKEEN MANAGEMENT**

**Job Title:** Leasing Consultant  
**Location:** Box District Chelsea, MA 02150  
**Hours:** Part Time 32 hours per week

### **Job Description:**

#### **Part- Time Leasing Superstar Wanted!**

#### ***Join an Award-Winning Team!***

HallKeen Management is seeking a part time dynamic Leasing Consultant with strong experience in sales/marketing/leasing/advertising/administrative. In this role you will showcase your extraordinary skills by creating an environment of team work, customer service, accountability and brand recognition. You will use your savvy business skills to manage leasing performance of a luxury apartment community in Chelsea, MA.

### **You Are**

- Love to lease & it shows!
- Accountable
- A go-getter
- Upbeat and positive
- A team-player
- A multi-tasker
- Computer savvy
- Organized
- Dedicated
- Creative

*If this sounds like you, then we encourage you to apply!*

This candidate must be experienced in the areas of selling, closing, and marketing. You will be the point person to ensure maximum occupancy of apartments at all times, high closing ratios, and reach leasing goals.

### **Position Responsibilities Include, But Are Not Limited To**

- Implement marketing plan to reach target markets and ensure maximum occupancy.
- Analyze current marketing strategies and offer thorough insight
- Focus on resident retention
- Create a welcoming environment for residents and staff
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to Property Manager / Regional manager and corporate office.

**If you are interested in applying for the position please e-mail resume to Kim Yuan at [kyuan@hallkeen.com](mailto:kyuan@hallkeen.com)**