



Job Title: Leasing Consultant

Location: Keen's Crossing Apartments, Winooski, VT 05404

Hours: Full time-30 Hours

Description:

HallKeen Management Company is looking for a Leasing Consultant a property located in Winooski Vermont. Keen's Crossing Apartments include 9 retail units and 213 residential units of mixed income housing; including Low Income Tax Credit and the HOME program. This position assists and supports the Property Manager and oversees all leasing activities for the property. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere and able to juggle many tasks at once including being interrupted frequently.

Responsibilities:

The primary responsibilities of this position are leasing apartments and customer service to residents.

Other responsibilities include, but not limited to:

- Leasing Apartments
- Lease renewals
- Maintain waiting list
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.
- Assist assistant property manager and property manager with a variety of tasks as requested.

Requirements:

Qualified candidates must have a sales aptitude. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be proficient in Microsoft Word, Outlook and Excel. RealPage, OneSite experience a plus.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position, please e-mail or fax your resume and cover letter to: dfinnigan@hallkeen.com or 802-655-1811.