



Job Title: Leasing Consultant - Administrative Assistant

Location: Keens Crossing Winooski, VT 05404

Hours: Part Time 30 hours per week

Job Description:

Property management team is seeking an articulate, energetic people-person to join their team. The ideal candidate will enjoy becoming involved in a variety of tasks in a team-based supportive environment. As a leasing consultant and administrative assistant, you would assist with the leasing and marketing initiatives at Keens Crossing. Some of these tasks include: conducting property tours, communicating with prospective renters over the phone and email, processing and managing applications, meeting with applicants, taking work orders from residents, providing extraordinary customer service to current residents including any concerns they may have, scheduling appointments, taking the lead on the marketing efforts and community outreach, planning resident events and several administrative tasks such as filing, copying, making phone calls and supporting the property manager in the needs of the property. **Must be able to multitask and thrive in a fast paced environment. Strong sales aptitude and computer proficiency is required. Previous experience in residential leasing and/or property management a plus.**

The work schedule is Monday – Friday 10:30am to 5pm. Schedule may vary and can include coming in on weekends for tours. Candidate must be flexible and willing to work as need.

In order to be considered for this position, we will need for you to email us a resume and cover letter including your salary requirements. In your cover letter tell us about yourself and what strengths you could bring to the position.

If you are interested in applying or know someone to refer for the position please e-mail resume to dfinnigan@hallkeen.com