



**Job Title: Leasing Consultant- Administrative Assistant**

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

**Hours: Full 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.**

**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.

The work schedule is Monday – Friday 10:30-5Candidate 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. **Please email your cover letter and resume to [dfinnigan@hallkeen.com](mailto:dfinnigan@hallkeen.com)**