



Job Title: Leasing Consultant/Administrative Assistant

Location: Kent Farm East Providence, RI 02914

Hours: Full Time 40 hours week including Saturdays

Job Description:

Full- Time Leasing Administrative Assistant Superstar Wanted!

Join an Award-Winning Team!

HallKeen Management is seeking a full-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 teamwork, customer service, accountability, and brand recognition. You will use your savvy business skills to manage the leasing performance of a multi-family apartment community in East Providence, RI.

IF 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 & lease renewals
- ☐ Create a welcoming environment for applicants, residents, and staff
- ☐ Update, maintain and prepare various daily, weekly and quarterly reports and submit to Property Manager / Regional manager and corporate office.

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 for the position, please fax or e-mail resume to 401.431.1230 or Ttillman@hallkeen.com