



## JOB DESCRIPTION

**NM Residential is seeking an experienced Leasing Consultant with a background in Lease-Up of a 55+ community.**

We seek a highly motivated and enthusiastic Leasing Consultant to join our dynamic team to lead our newest 55+ Active Adult Community. This position is ideal for someone detail-oriented, who enjoys interacting with people. If you're passionate, about delivering exceptional customer service, we'd love to hear from you!

NM Residential provides competitive health benefits after 30 days, that includes Medical, Dental and Vision insurance for employee, Life Insurance, 401k, Housing discount.

### **Responsibilities:**

- Assists with developing and support leasing events and resident promotional activities.
- Prepares leasing checklist and package which includes all required forms, deposits, schedules, and information for resident profile.
- Completes and maintains lease files for each rental, and ensures all files contain required documentation outlined in the Resident File Setup
- Inspects apartments for move-in/out condition and turnover status
- Prepares and distributes required reports, monthly newsletters, tenant correspondence, etc.
- Works with management to develop and implement residential programming, including special events and ongoing instructional and recreational activities
- Collaborates closely with the Marketing departments to follow up with all the leads generated from different channels
- Innovates and implements promotion strategies including but not limited to online/offline advertisements, (virtual) open house activities, and community succession activities
- Participates in innovation meetings to initiate the sales plan for different seasons with flexible strategies.
- Display properties for potential tenants in (virtual/field) tours and online communications (via phone call/video call) of facilities and available units
- Demonstrates a basic understanding of "Landlord and Tenant Law", "Residential Real Estate Law" and related lawsuits; sends essential documents/notices/letters to tenants according to the requirement of time frame; responds and negotiates with tenants on specific terms and conditions
- Communicates with tenants for necessary paperwork (leases/contracts, agreements, statements, etc.) and supports the Property Management team with the check-in / check-out processes, pre/post-inspection, and daily maintenance requests
- Performs other related duties as assigned

### **Qualifications:**

Educational Requirements: High-school diploma/GED

Work Experience: 3 yr. of apartment leasing experience

### **Other Skills and Abilities:**

- Administrative Skills- Answering phones, filing, typing, emailing correspondence, faxing, mailing and data entry



- Analytical Skills- Analyzing leases, work orders, identifying discrepancies on invoices, evaluating prospective residents' needs and how to resolve them
- Communication/Language Skills- Written/oral communication with staff and residents, interaction with vendors and marketing contacts, policies and procedures
- Computer Skills- Excel, Internet, Outlook, Word, and MRI
- Coordinating Skills- Scheduling resident activities, prospective resident appointments and prioritizing tasks
- Creative Skills- Marketing presentations, sales, and leasing
- Mathematical Skills- Calculating lease balances, move-in costs, credit/debit to income, prorating leases, calculating special rates (i.e. pets and garages)
- Other Skills- Confidentiality, customer service, diplomacy, initiative, team orientation and time management

Must be available to work the hours of Monday through Friday - 9:00 am to 6:00 pm and Saturdays from 10:00 am to 5:00 pm.

This is a full-time position that offers hourly compensation plus commission.

Job Type: Full-time

Pay: \$17.00 - \$19.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 2 years

Schedule:

- Monday to Friday
- Weekend availability

Education:

- High school or equivalent (Required)

Experience:

- Property leasing: 3 years (Required)

Work Location: In person