

LEASING AGENT

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Peabody Properties, Inc., is also recognized as a Boston Business Journal Best Places to Work 2013. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at www.peabodyproperties.com

LEASING AGENT

Peabody Properties, Inc. seeks an experienced Leasing Agent with administrative skills to effectively market its apartment community located in Taunton, MA to its maximum potential. Responsibilities will include lease administration, lease renewals, touring property and showing apartments, keeping track of vacancies and turnovers, resident relations, resident retention, manual and computerized recordkeeping, advertising and daily administration of property marketing goals. Marketing, good organizational, and computer skills a must. Previous property management experience desirable.

QUALIFICATIONS

Candidates must have:

- * Strong marketing and negotiation skills
- * Solid administrative, organizational, computer, marketing skills and resident relations skills
- * Proven ability to work independently and as part of a team
- * Ability to communicate effectively, both written and verbal
- * Ability to take initiative and be self-motivated
- * Excellent customer service skills

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184