



## LEASING CONSULTANT

**JOB ID** - 7785

**JOB LOCATION** - US-MA-Springfield

**LOCATION NAME** – Skyview Downtown

---

Related is seeking a Leasing Consultant at our very busy affordable housing community totaling 489 units, in Springfield, MA. Responsibilities include:

- Tour property and show units with prospective residents
- Prepare and process applications, leases and renewals while following all regulatory guidelines
- Partner with external parties to process elements of income, employment, and other verification documents
- Review vacancies, walk/inspect tour path and maintain model apartments
- Make and maintain relationships with industry partners and brokers
- Maintain daily and weekly leasing reports and monthly market surveys
- Analyze market and occupancy trends and shop the competition to identify changing market conditions
- Recommend and track marketing avenues, oversee marketing campaigns and monitor traffic results

### Benefits:

- Comprehensive Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & holidays
- 401(K)
- Tuition reimbursement
- Robust modern fertility program
- Incentive bonus program
- Commuter benefits
- Employee Assistance Program & more!

### Qualifications:

- Tax credit/ Section 8/ Market Rate/Workforce Housing is a plus
- At least two years of relevant prior experience
- Excellent communication, interpersonal, customer service, and organizational skills
- Proficient in managing an internal applicant database
- Available to work a flexible schedule, including occasional weekends
- COS certification is plus
- Bilingual Spanish is preferred

Related Management Company (RMC) is the owner and operator of a premier portfolio of assets valued at over \$60 billion. Our operating portfolio consists of a diversified mix of properties including luxury rental buildings, retail and commercial space, luxury condominium residences, affordable, and workforce housing located throughout the United States.

As the owner and developer for the majority of the RMC portfolio, we have ensured that our buildings are the best assets in their respective submarkets. We provide a diligently maintained property management platform with dedicated professionals who consistently exceeds our residents' and commercial tenants' expectations. Our dedication to providing the highest and most personalized level of service is one of the hallmarks of the company and a key differentiator in the market. For more please visit [www.Related.com](http://www.Related.com).

**Check out our Lifting Communities Video:** <https://vimeo.com/434453238>

### **Related is an Equal Opportunity Employer**

For information about how we use your personal information, including information submitted for career opportunities, please review our Privacy Policy at <https://www.related.com/privacy-policy>.

**Apply Directly:** <https://www.related.jobs/Jobs/Details?jobId=7785>

**Or Email Resume to:** [KBeck@Related.com](mailto:KBeck@Related.com)