

We are looking for a talented and driven individual who shares our passion for creating sustainable communities and make difference in people's lives every day! We are looking for a **Part-Time Leasing Consultant** to join our team at our community Parker Hill in Boston, MA. As a **Leasing Consultant** you will primarily be responsible for daily leasing operations, providing exceptional customer service to future and current residents and ensuring that our apartment community is functioning at peak of efficiency.

What you will do as a Leasing Consultant:

- Deliver excellent customer service by understanding our customers' needs
- Implement marketing strategies that are tailored to the community's needs
- Prepare lease packages and ensure that new residents are settled in their new homes successfully
- Resolve resident concerns with grace and tact
- Assist with daily operations, e.g. handling incoming calls and distributing service requests to maintenance team
- Maintain filing up to date
- Ensure that tenant income certifications are completed timely and accurately in accordance with program requirements

What will serve you well in this role?

- Previous Leasing experience in Real Estate or Apartment Industry
- Proven track record in high productivity and meeting deadlines
- Ability to stay focused and on-task in a fast-pace environment
- Working knowledge of Boston Post Property Management software is a plus

A Career with HMR offers:

- Competitive base wage with a quarterly incentive program.
- An industry-leading benefits package including medical and dental insurance and 401(k).
- Generous time off
- Outstanding work environment with potential for long-term growth as we expand our portfolios throughout the country.

What makes our Company Unique?

Each and every employee makes our company unique but together we are driven by a single mission!

Interested?

Wouldn't you like to learn and grow with us? If you are up for a new challenge and are ready to work and learn side-by-side with some of the most talented and dedicated people in the industry, please "apply" today!

Learn more at www.hmrproperties.com and Like us on Facebook www.facebook.com/housingmanagementresources

For the benefit of our residents, the communities we serve, and our co-workers, all applicants are required to pass a background check prior to joining HMR team.

We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE