

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](http://www.hmrproperties.com) and Like us on Facebook [www.facebook.com/housingmanagementresources](http://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