

Company Overview

Housing Management Resources, incorporated in 2001 is a dynamic, full-service property management company whose approach is 'hands on' professionalism. Our philosophy is to set expectations high for each team member, and then to provide the training and support to foster success. We pledge to do this in accordance with our core values of Integrity, Respect, Enthusiasm, Accountability, Commitment, and Harmony. HMR manages over 5000 apartment homes spanning eleven states with the headquarters located in Quincy, Massachusetts.

We are always on a lookout for talented individuals who work with Integrity, who are Respectful of our corporate culture and mission, who are Enthusiastic about services we provide to our residents and who are Accountable for their actions. We expect our team to be fully committed to our goal of providing high quality affordable living to our residents while preserving Harmonious work environment.

Our Mission Is...

- To strengthen communities by providing the highest quality of affordable living.
- To deliver excellent customer service by understanding our customer's needs.
- To provide each team member with an environment that promotes professional development and rewards both individual and team accomplishments.
- To produce an equitable return on the investments of principles and partners.

We are looking for individuals with previous leasing experience and great interpersonal skills for the **Leasing Consultant** position at our apartment communities in **Kittery and Sanford, ME**. You will be supporting the Property Manager with leasing and other daily operations and will be ensuring that your community is functioning at peak of efficiency and in line with our mission statement and core values

Essential Job Responsibilities:

- Implement marketing strategies aimed to address the apartment community's specific occupancy needs.
- Effectively contribute to maintaining occupancy at budgeted levels.
- Introduce the apartment community and its features to our prospective residents.
- Conduct tours of available residential homes.
- Prepare and process rental applications, lease packets and renewals.
- Assist with preparing income certifications. Ensure that they are completed timely and accurately in accordance with program requirements.
- Assist with daily operations, e.g. handling incoming calls, distributing service requests to maintenance and closing completed service requests in the system.
- Effectively contribute to the harmonious work environment that fosters professional development.
- Strengthen community by providing the highest quality of affordable living
- Provide excellent customer service to our current and prospective residents by understanding their needs, maintaining courteous and helpful attitude and responding to their requests promptly.

- Developing and implement resident activities as well as resident retention programs.
- Prepares and distributes quarterly Community Newsletter.
- Organize weekly resident activities
- Responsible for planning, monitoring and adhering to resident services budget.
- Identifies practical methods for dealing with tenancy issues and improving resident retention

Skills and Abilities:

- Strong interpersonal skills
- Strong written, verbal, and innovative problem solving skills.
- Must be able to work independently and as a team member
- Ability to consistently follow up on pending tasks and lead the project to completion within given deadline.
- Ability to work in an organized, efficient manner with a high level of accuracy
- Intermediate computer knowledge.

Knowledge and Experience:

- College degree or equivalent work experience
- Working knowledge of LIHTC and HUD programs and requirements is preferred
- Specialized training is helpful
- Experience in Property Management and Leasing is preferred

Travel:

Travel between two properties will be required and also when scheduled to attend mandatory training or meetings.

Compensation:

- Base salary is negotiable based on experience.
- Quarterly incentive opportunity
- Comprehensive benefits, including BCBS medical, dental and company sponsored Health Reimbursement Account
- Complementary short- and long-term disability coverage
- Company sponsored Life Insurance policy
- 401k
- Check us online at www.hmrproperties.com for more information about our company.

Don't delay! Send your resume today!
We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE