

*Part Time Leasing Consultant
Friday and Saturday
10:00 a.m.- 6:00 p.m.
Hourly rate -15.50 per hour- plus commissons*

*LOCATION: WEYMOUTH COMMONS
80 DONALD STREET- WEYMOUTH MA 02188*

JOB DESCRIPTION AND RESPONSIBILITIES:

The Leasing Consultant's first priority is to provide excellent customer service to prospective and current residents at a Corcoran community. Great customer service coupled with professional sales and marketing skills lead to the leasing of apartments. The more apartments that are rented, the higher the occupancy – which is the major objective of Corcoran Management Company.

MUST BE OUTGOING, FRIENDLY AND PROFESSIONAL-

The Leasing Consultant works as part of a team with other leasing professionals and the on-site manager to run the property. The Leasing Consultant handles the leasing process from “A to Z” including: qualifying prospective residents for the apartments; coordinating with the maintenance staff to ensure satisfactory move-ins for new residents; maintaining neat and orderly rental files; preparing leasing; and overseeing the signing of leases by new residents.

The Leasing Consultant shares in the responsibility of completing monthly administrative tasks in an orderly and timely manner to ensure the property's paperwork is organized and complete. From an administrative standpoint, these tasks help to keep the property running smoothly. Some of the tasks include: inputting monthly rent checks into the computer, sending out late notices and lease renewals, compiling weekly sales reports and copying, faxing and filing.

The Leasing Consultant must be able to meet the various communication challenges that arise when dealing with residents to resolve their service requests. The Leasing Consultant must be diplomatic, respectful, patient, fair and direct. The Leasing Consultant also assists in the planning and running of resident get-togethers or events on the property.

The Leasing Consultant requires a variety of skills. This position touches on every facet of business. For those who enjoy a quick pace, variety in their work, and communication with a diverse population, this position is very appealing.

REQUIREMENTS:

- 1. Must submit to and pass a Substance Abuse Screening as explained in the Corcoran Management Company's Substance Abuse Prevention/Detection Policy.*
- 2. Must pass Corcoran Management Company's background screening as explained in the employment application.*
- 3. Must be able to read, write and communicate verbally in English.*
- 4. Must wear appropriate office attire as described in the employee handbook.*

PLEASE FORWARD RESUME: CDONAHUE@CORCORANMGMT.COM ATT: Cathleen
Fax- 781-849-0157.