

HALLKEEN MANAGEMENT

Job Title: **Leasing Agent**

Location: **The Pines at Carolina Place
Pineville, NC 28134**

Hours: **Part-time (20 Hours)**

Job Description:

HallKeen Management is seeking a part time Leasing Agent who will assist with the marketing and leasing initiatives at an tax credit, 200 unit apartment community in Pineville, NC. Part-time (20 Hours)

Some job responsibilities will include, but are not limited to conducting market surveys, implementing marketing strategies, conducting market research, communicating with prospective renters over the phone and via e-mail, conducting property tours, processing and managing rental applications, scheduling appointments, managing waiting list, marketing and assisting with administrative duties.

Candidate must have at least 1 year experience in the industry and have a good working knowledge of Tax Credit policies and procedures

The planning and implementing of special events such as open houses meet and greets, and resident retention parties may be necessary.

The ideal candidate should possess strong communication skills both verbal and written, and must have the ability to pay attention to details. Strong marketing skills and professional demeanor is a must at all times. The ideal candidate should have a strong sales aptitude, positive attitude, computer proficiency, and be a team player.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 704-544-3218 or lashandadavis@hallkeen.com