

## **HALLKEEN MANAGEMENT**

**Job Title:**                      **Leasing Agent**

**Location:**                      **Courts of Camp Springs, Suitland, MD 20746**

**Hours:**                          **Part Time**

**Job Description:**

HallKeen Management is seeking a part time Leasing Agent who will assist with the marketing and leasing initiatives at a mixed market rate/affordable, 414 unit apartment community in the metropolitan Washington DC area.

Some job responsibilities will include, but are not limited to staff scheduling, 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, marketing and community outreach and preparing leasing/marketing reports.

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. Previous experience in leasing LIHTC apartments is required.

If you are interested in applying or know someone to refer for the position please e-mail resume to Charlene Matthews at [Cmatthews@hallkeen.com](mailto:Cmatthews@hallkeen.com)