

## **HALLKEEN MANAGEMENT**

**Job Title:** Leasing Consultant  
**Location:** Downtown Lofts - Fall River, MA 02720  
**Hours:** Part Time

### **Part- Time Leasing Superstar Wanted!**

*Join an Award-Winning Team! HallKeen Management has been rated a 'Top Place to Work' by the Boston Globe.*

HallKeen Management is seeking a part time dynamic Leasing Consultant with strong experience in leasing/marketing/ / administrative. In this role you will showcase your extraordinary skills by creating an environment of team work, customer service, accountability and brand recognition. You will use your savvy business skills to manage leasing performance of new apartments in Fall River, MA.

### **You Are**

- Love to lease & it shows!
- Accountable
- A go-getter
- Upbeat and positive
- A team-player
- A multi-tasker
- Computer savvy
- Organized
- Dedicated
- Creative

*If this sounds like you, then we encourage you to apply!*

This candidate must be experienced in the areas of selling, closing, and marketing. You will be the point person to ensure maximum occupancy of apartments at all times, high closing ratios, and reach leasing goals.

### **Position Responsibilities Include, But Are Not Limited To**

- Implement marketing plan to reach target markets and ensure maximum occupancy.
- Analyze current marketing strategies and offer thorough insight
- Focus on resident retention
- Create a welcoming environment for residents and staff
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to Property Manager / Regional manager and corporate office.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 774-365-6517 or Mfarrell@hallkeen.com**