

HALLKEEN ASSISTED LIVING

Job Title: **Move-in Coordinator**

Location: **Brigham House Assisted Living – Watertown, MA 02472**

Hours: **Full Time**

Position summary:

Under the supervision of the Executive Director (ED), the Resident/Family Sales and Move in Coordinator is responsible for the seamless transition of each resident into our community. Included, but not limited to, sending out information to potential residents, insuring all move-in paperwork is accurate and complete, coordinating special events, and preparing reports. Serve as a member of the sales and marketing team whose purpose is to improve occupancy and enhance resident and community relations.

Minimum Eligibility Requirements

- Must have a High School Diploma - Associate or College Degree preferred in marketing or social services. Must have a minimum of two years marketing experience - preferably in an ALF setting
- Must have compassion for and desire to work with the senior population
- Must have excellent understanding of the sales process
- Organized team player with the ability to multi-task in a team environment
- Ability to work independently
- Be self-motivated and goal-directed
- Excellent customer service and interpersonal skills
- Must be capable of maintaining regular, reliable attendance
- Must have strong computer skills (outlook, excel, word, publisher, and power point)
- Must be able to communicate effectively with residents, families, staff, vendors and the general public
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation

Essential Functions-*Sales and Marketing Functions*

- Assists ED with meeting community's move-in and occupancy goals each month
- Assists with planning, developing, organizing and implementing all aspects of the community sales and marketing plan
- Responsible for organizing and monitoring new resident move-ins to assure positive customer experiences
- Responsible for meeting all monthly sales activity standards including follow up phone calls, home visits, professional sales calls as assigned and assisting the ED with events and lead mailings
- Assists ED with the development of marketing budget and MAP

Develops an excellent understanding of the industry and the community's products and services,

becomes an expert/resource in senior housing and Low Income Tax Credit Housing

Responsible for taking inquiry calls from hospitals, families, potential residents, giving tours and securing deposits

Assist with completing competitive analysis quarterly

Assist ED in monitoring and updating collateral pricing information based on company standards

Accurately compiles all required reports as defined the ED

Working Conditions (travel, hours, environment)

Full time; possible overtime, with regularly scheduled weekend hours/ car required (Must possess valid driver license)

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 617-923-6239 or mbarbosa-san@hallkeen.com