

HALLKEEN MANAGEMENT

Job Title: Leasing Consultant

Location: Ten 05 West Trade Charlotte, NC 28202

Hours: Full-Time

Job Description:

HallKeen Management is seeking an articulate, energetic people-person to join their team Charlotte, NC team.

HallKeen Management, a well established New England based Property Management Company. HallKeen is expanding and growing its southern portfolio. This is an exciting opportunity to work with a great team. As a Leasing Associate, you will lease a mixed market rate/affordable apartment community at Ten05 Apartments in Charlotte, NC.

Some of the position's responsibilities will include, but are not limited to; communicating with prospective renters over the phone and e-mail, conducting property tours, scheduling appointments, and processing and managing rental applications.

The ideal candidate should possess strong communication skills both verbal and written, and strong marketing skills. This candidate must possess a professional demeanor at all times. Candidate must have a strong sales aptitude, positive attitude, computer proficiency, and be a team player. Previous experience in residential leasing and/or LIHTC is a plus. Minimum requirement of at least 1-2 years in sales experience is preferred for this position.

This is a full-time position, primarily Monday - Friday but candidates should be flexible with schedule.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Cheryl Carson at 704-334-1879 or ccarson@hallkeen.com