

Do you enjoy meeting new people? Would you enjoy helping someone find a great apartment home? Is it important to you to make a difference every day? Then you could be a Leasing Consultant!

Princeton Properties, a premier New England-based property management firm, is hiring a PART-TIME LEASING CONSULTANT for our beautiful property in Waltham, MA. This is a flexible PART-TIME position (20 hours per week) with paid-time-off benefits! This part-time schedule will require you to work two weekdays and one weekend day (Saturday or Sunday) each week. The typical hours are 9:00 a.m. - 6:00 p.m. weekdays and 10:00 a.m. - 4:00 p.m. on weekends.

Our Leasing Consultants act as the window into our company, introducing new and prospective residents to our housing community and assisting them through the leasing process. Because of this, a Leasing Consultant must exude a positive attitude and demonstrate exceptional customer service skills.

Responsibilities will include

- All activities relating to the leasing efforts; conducting tours, preparing and organizing lease paperwork, assisting with marketing efforts and scheduling appointments.
- Communicating effectively both in-person, over the phone, and by written correspondence (email, website, social media) to residents, potential residents, coworkers, and vendors.
- Focus on resident retention by providing exceptional customer service to existing residents regarding building issues, work orders, maintenance, and rent collections.

This position is best suited for a dependable individual who will be successful working independently and would enjoy taking ownership for the day-to-day operations of the property.

Prior leasing experience in the multifamily apartment-home industry is preferred. Customer service and/or retail experience is a plus. A professional appearance and attitude is a must!

Princeton Properties is a great place to work! Our Part-Time benefits include a 401(k) Retirement Savings Plan with company match, confidential Employee Assistance Program, generous paid-time-off benefits, company-paid career apparel, job training, a smoke-free work environment and more