



Leasing Consultant | Portland

Princeton Properties, a premier New England-based property management firm, is hiring a full-time Leasing Consultants for positions in the Greater Merrimack Valley and beyond!

We are seeking a Leasing Consultant who is fun, creative, enthusiastic, loves to work with people, and who is crazy about finding someone a home and making them happy! This role emphasizes sales, customer service, and marketing skills. The primary responsibility of this position is to lease apartments through product demonstration and follow-up, and to implement marketing strategies. You control your success by achieving leasing goals, resident retention and customer satisfaction, and by contributing to the success of the leasing effort.

Responsibilities will include:

- Assisting with all activities relating to leasing efforts, conducting tours, preparing and organizing lease paperwork and scheduling appointments.
- Communicate effectively both in-person, over the phone, and by written correspondence (email, website, social media).
- Encourage resident retention and strengthen the community by planning and participating in resident and site events.

The preferred candidate will live in the Greater Portland area and have a strong familiarity with the local community. Prior industry experience is preferred.

Experience in customer service, the hospitality industry or retail is a plus. A professional appearance and attitude is a must

These are full-time positions and offer a competitive base salary along with a generous monthly bonus. The typical work schedule is Monday through Friday 9:00 am to 6:00 pm and weekends 10:00 am to 4:00 pm. Some weekend scheduling is essential, and required.

To apply, send resume, cover letter and salary requirements to:

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