

JOB OPENING

Position: Leasing Specialist

Who We Are: McCormack Baron Management, Inc., recognizes that successful management of any community requires a management strategy that acknowledges the unique challenges facing the neighborhood and its residents. Our staff understands the complexities of managing mixed-income housing, possesses the technical expertise to handle multi-layered compliance issues, and offers the personal touch needed to work with residents of diverse backgrounds. We manage our developments to market rate standards, and work with residents and the larger community to address the non-housing needs and issues that exist in the community. Finally, we are committed to affirmative action and to performing equal opportunity outreach to ensure that people from all walks of life have the opportunity to live in our communities.

Our Vision: We work for a future when all people live in sustainable, opportunity-rich communities.

Job Description:

- Assists the Property Manager with the ongoing leasing and administrative functions of the property
- Prepare move-in files, take applications, answer telephone inquiries, greet, qualify, and show apartments to prospective residents
- Providing resident satisfaction throughout the term of the lease and striving to secure resident lease renewals
- Process applications and input information into Yardi
- Process annual recertifications and lease renewals
- Conduct resident orientation
- Prepare and follow-up on maintenance work orders
- All other duties as assigned

Qualifications:

- High School/GED required, some college preferred
- Experience in the property management industry preferred but not required
- Demonstrated ability to read, write, and communicate effectively
- Must be highly enthusiastic, sales oriented, and love working with people
- Low income housing and tax credit experience highly desired
- Computer proficiency in Microsoft Office, including Word, Excel, and Outlook

Note: Internal and external candidates are personally responsible for all expenses; e.g., airline, mileage, moving, etc. when transferring or relocating between properties or states. McCormack Baron Management is an equal opportunity employer (EOE/AA).