

LEASING CONSULTANT

Good Harbor Management LLC (“Good Harbor”), an affiliate of Alden Torch Financial LLC (“Alden”), was formed in 2016 with the purpose of providing proprietary, multifamily property management services for affordable housing assets principally owned and controlled by Alden through its numerous affiliates.

Job Description:

Under the direction of the Community Manager and/or Assistant Community Manager, the *Leasing Consultant* is responsible for touring and presenting the community to prospective residents in a compelling way, and assisting prospective residents with finding the right apartment home. One measure of success in this position is reflective in a high closing ratio.

Roles & Responsibilities

This position has responsibility for:

- Scheduling visits to the apartment community.
- Showing apartment homes and quickly closing new sales and leasing apartments.
- Effectively explaining all lease and community policies to new and current residents.
- Maintaining accurate record of daily prospect calls and visits.
- Maintain an accurate and in depth knowledge of all aspects of the apartment community particularly in area such as rent and pricing information, vacancies, apartment availability, lease expirations, square footage, etc.
- Maintaining current resident lease files.
- Answering phones, typing, faxing, read and comprehending documents, and filing.

Knowledge, Skill and Competency Requirements

Competency is based on: education, training, skills and experience. In order to perform the job successfully, an individual should demonstrate the following knowledge, skills and competencies:

- Certification (NALP, CAM, etc.)
- Ability to answer and greet all incoming calls.
- Ability to complete lease forms and agreements.
- Ability to assist the On-Site Manager and/or Assistant Apartment Manager in collection of delinquent rents and processing of all administrative forms and report.
- Ability to maintain all resident and property files and play an active role in the lease renewal process
- Ability to communicate effectively, safety conscious, preference for detail work
- Ability to work well under pressure, self-motivation and self-direction
- Ability to work with/without direct supervision.
- Experience in HUD and LIHTC

Computer Skills:

- Working experience with MS Office Suite (Word, Excel, PowerPoint)
- Must have excellent computer skills and have industry software experience. RealPage’s OneSite competency will be required following specific Good Harbor’s training.

Physical Requirements:

- Must be able to perform the physical functions of the position, which may include, but are not limited to: ability to walk property, including 4 flights of stairs, to complete physical inspections, deliver resident communications, and show apartments. Be able to effectively communicate with

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residents, staff, supervisors, vendors, etc. Must be able to lift a minimum of 60 lbs. to facilitate vacuuming, moving office furniture & lifting of supplies as needed.

Experience/Education:

- High school diploma or GED equivalent required
- Two years of experience in multifamily real estate.

Willingness and ability to utilize tablet/mobile devices and software efficiently. Must be able to complete all required training within thirty (30) days of hire date.