Leasing Consultant
Skyview Downtown – Springfield, MA

Overview
Related Affordable is the division of Related Companies that develops, acquires and preserves affordable housing throughout the nation. Affordable housing laid the foundation of Related Companies, and its broad portfolio of award winning affordable and mixed-income developments demonstrate the company’s continuing ability to create affordable housing opportunities in a variety of geographically, economically and socially diverse neighborhoods. Related owns and operates a portfolio of more than 60,000 affordable and workforce housing units.

Responsibilities
Your role with the company:
The Leasing Consultant will be directly reporting to the Community Manager at an extremely busy 489 unit affordable housing community in Springfield, MA. The Leasing Consultant will be responsible for setting leasing/marketing strategies for the property, lease and pre-lease apartments, implement policies and procedures, analyze market/occupancy trends of the surrounding area and update the website/marketing sites. Seeking somebody to bring positive energy to each conversation and resolve any issues that may occur.

Daily responsibilities:
- Set leasing and marketing strategy for the property
- Tour apartments with prospects and adhere to thorough follow-up procedures
- Lease and pre-lease apartments
- Responsible to organize and carry out all retention activities
- Complete applications and lease/renewal documents
- Review vacancies, walk tour path and maintain model apartments
- Assist management with resident relations
- Implement policies and procedures
- Make and maintain relationships with industry partners and brokers
- Maintain daily and weekly leasing reports and monthly market surveys
- Analyze market and occupancy trends and shop the competition to identify changing market conditions
- Recommend and track marketing avenues, oversee marketing campaigns and monitor traffic results
- Responsible for updating the website and marketing site

Qualifications
Background profile:
- Residential real estate experience helpful within affordable housing
- Must have working knowledge of Microsoft Office
- Excellent follow-up with the staff, site personnel, management and vendors required
- Position is subject to potential overtime; must be flexible and willing to work all shifts/hours/days
- LIHTC knowledge a plus
- Bilingual Spanish highly preferred

Shift is Monday-Friday with Saturdays (as needed)
*may be required to work weekends
**Benefits and Features**

- Incentive bonus program
- Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & Paid Holidays
- Matching 401(K)
- Tuition Reimbursement
- & More!

To apply directly, please use the link provided to be directly to our career page application: [https://careers-related.icims.com/jobs/6866/leasing-consultant-%28bilingual---spanish%29/job?mode=view](https://careers-related.icims.com/jobs/6866/leasing-consultant-%28bilingual---spanish%29/job?mode=view)

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