



## Chestnut Hill Realty

### **Apartment Leasing Representative (Dedham, MA)**

Are you looking for a sales and customer service position that will provide opportunity for advancement and a career path? Join our team and find out why we are an award winning company. Chestnut Hill Realty is the proud recipient of five industry excellence awards presented by the Rental Housing Association in 2013.

The Leasing Representative role is primarily a sales and customer service position. As a Leasing Representative you will build relationships with prospective residents, identify needs, show apartments, overcome objections, and close the deal by obtaining the lease paperwork and a check for one month's rent. You will manage the entire leasing process from start to finish.

#### **Leasing Representative Responsibilities:**

- Understands the product and how to sell the advantages of living at the apartment community.
- Answers incoming telephone calls and replies to all email leads in a timely fashion.
- Tours prospective residents.
- Qualifies prospective residents by running background checks and verifying income.
- Prepares lease documents and schedules lease signings in a timely fashion.
- Follows up with prospective residents.
- Other responsibilities as assigned.

This position will require working a Tuesday through Saturday schedule and some holidays (our site offices are only closed on Thanksgiving Day, Christmas Day and New Year's Day). We offer excellent benefits and a generous commission package. Candidates must have a current, valid driver's license and a reliable vehicle to conduct company business.

To be successful in this role, you must be interested in meeting and connecting with all types of people (no day is the same). You will use your excellent written and verbal communication skills to find clients the right place to call home. You must be highly motivated, have a professional appearance and a strong team-oriented work ethic. Prior experience in leasing, sales, hospitality, customer service or retail is a plus. Chestnut Hill Realty has a top notch training program that will prepare you for success in property management and leasing.

Apply via email at [resumes@chestnuthillrealty.com](mailto:resumes@chestnuthillrealty.com)

*All job offers contingent upon satisfactory background check.*