



Residential Leasing Specialist (Chestnut Hill, MA)

Chestnut Hill Realty has an exciting opportunity for a Residential Leasing Specialist to join our team. In this position you will be responsible for overseeing the lease up of new developments, newly acquired properties and/or existing properties experiencing high vacancy. You will also be responsible for coordinating the community's marketing and leasing strategies to achieve occupancy and revenue goals by managing all activities related to leasing to new residents and providing resident satisfaction at the time of move in and throughout the term of the lease.

As a Residential Leasing Specialist, you will:

- Manage all aspects of a lease-up of new development and/or newly acquired properties.
- Support the community's marketing and leasing strategy to achieve occupancy goals at existing properties.
- May perform all leasing activities/duties.
- Develops and implements short- and long-term marketing plans and goals to sustain occupancy
- Stays informed about current market and competitor conditions that may impact the community's occupancy
- Assists with the market and competitive analysis of existing portfolios.
- Create and update marketing and leasing reports including rental status, conversion, traffic, absorption, etc.
- Assists Managers with defining and targeting various markets and analyzing competition (including site visits)
- Participate in the evaluation of new or existing markets as it relates to acquisition analysis or existing property performance including analytical analysis.
- May assist the on-site management team with ensuring marketing materials, advertisements, and web sources are current and contain accurate information.

Are you the right person for the job?

- 3+ years' experience marketing and leasing in Residential Property Management industry required
- Marketing experience preferred
- Experience with lease ups of more than one property preferred
- CALP Credentials preferred
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook
- Positive attitude, strong work ethic and ability to lead and motivate others
- Must possess professional written and verbal communication skills

Some of the benefits to you:

- Attractive total compensation package
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for recognition and personal development
- Strong promote-from-within company culture
- Positive work environment

All job offers contingent upon satisfactory background check.



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

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