Senior Leasing Consultant

(Beverly, MA)

About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. ***Peabody Properties is an Equal Opportunity Employer.***

Our Vision and Mission:

Our Vision is our motto, *"We put the HOME in housing"*. Our mission is to deliver exemplary service through F – I – S – H. **(F)** ***Fiscal*** responsibility to our clients; **(I)** ***Integrity*** in all aspects of our business practices; **(S)** ***Stability*** of 40 years of meeting our clients' business needs; **(H)** ***Humility*** in our business relationships with clients and residents and a commitment to always listen.

Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

About The Job:

Peabody Properties, seeks a dynamic experienced Senior Leasing Consultant to manage the overall leasing, marketing & resident retention processes at our managed communities. The selected applicant will work to achieve not only stabilization for the property, but also high customer satisfaction for new and current residents alike.

RESPONSIBILITIES:

Building a network of residents through community outreach, attending networking events, conducting applicant and family tours of the community and managing the database of referral sources and social media channels

Staying current with the competition's offerings, and drive qualified prospects to the community – gathering, analyzing and interpreting the competitive market analysis and visiting the many competitors' communities.

REQUIREMENTS OF THE POSITION:

- Excellent communication, computer and customer service skills.
- Sales and personal interaction skills, strong organizational, problem-solving and follow-through abilities.
- Multi-language skills also helpful for many of our communities.
- Strong marketing experience with conventional and affordable housing preferred.
- Knowledgeable with respect to affordable housing programs, including LIHTC, federally-assisted, and all State and local housing regulations;
- Time management skills and ability to priority a must;
- Solid administrative, organizational, computer, marketing skills
- Ability to communicate effectively, both verbally and in writing;
- Ability to take initiative and be self-motivated.

Education and Experience:

Requires High School Diploma or GED with a minimum of 3-4 years related business experience providing clerical and administrative support. Also, extensive knowledge of primary software used by the Management Office, including proficiency with MicroSoft Word, PowerPoint, and Excel. **LIHTC recertification experience required.**

Compensation and Benefits:

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), Roth IRA, STD, life insurance, Employee Assistant Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

EEO Statement:

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us

PEABODY PROPERTIES, INC.

know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

How To Apply:

Please submit your resume, along with a cover letter stating salary expectations, via e-mail to Mitchelle Frederick (Company Recruiter) at mfrederick@peabodyproperties.com, or via FAX at (617) 663-6383. Submissions may also be sent by mail to: Peabody Properties, Inc., Attn: Mitchelle Frederick, 536 Granite Street, Braintree, MA 02184.

Company Website: **http://www.peabodyproperties.com/**

Social Media:

YouTube: https://www.youtube.com/user/peabodyprop/

Facebook: https://www.facebook.com/PeabodyProperties/

Twitter: https://twitter.com/peabodyprop

LinkedIn: https://www.linkedin.com/company/peabody-properties-inc-

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