

Leasing Consultant, Full-Time

Boutique Apartments and Wheelhouse Apartments, Denver's premiere apartment management companies, are looking for a motivated, outgoing leasing consultant to join our team. We are a locally owned management company with a portfolio of over 3,000 apartments in the Denver area. We pride ourselves in providing unique apartment living with an emphasis on building communities as well as providing outstanding customer service to current and prospective residents.

Job Description:

As a leasing consultant you will be responsible for handling the leasing process from start to finish. You will work closely with the manager to maintain occupancy and customer satisfaction.

Responsibilities:

- Become fully versed in the property and property lease
- Conduct a monthly market survey
- Maintain leasing files from start to finish
- Schedule tours with prospects
- Update software with current availability
- Assist with resident issues
- Create and host community events
- Prioritize work schedule

Job Requirements:

- Minimum 1 year multi-family experience
- Must have reliable transportation and good driving record
- Bi-lingual ability is a plus
- Strong sales, communication and computer skills
- Must be able to work independently
- Must be able to work Saturdays
- Good time management skills

Compensation:

- Competitive hourly wage based on experience
- Commission paid per lease

- Full time position
- Full benefits after 90 day probation period

Send all resumes to Mike Keady at mkeady@boutiqueapartments.com

Boutique Apartments is an Equal Opportunity Employer