



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Leasing Manager (Chestnut Hill, MA)

Work for an award-winning company where you will have the training you need to add to your skill set, the schedule to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day.

Chestnut Hill Realty has an exciting opportunity for Leasing Manager to join the team at our Hancock Village Community. As a Leasing Manager you have the opportunity to balance best in class customer service with managing the team of Resident Services Professionals. This position allows you to build relationships with prospective and current residents who currently reside or may choose a Chestnut Hill Realty apartment as their home. Making residents feel at home is an important aspect of your position as well as supervising the leasing team, with responsibilities that include maintaining high levels of resident satisfaction and retention.

As a Leasing Manager, you will:

- Oversee all direct client rentals by rental agents, including instruction and assistance in day-to-day duties and coordinating with outside brokers regarding showing and renting units.
- Approve all applications for prospective new residents
- Responsible for updated vacancy and availability lists and prepare weekly reports
- Coordinate marketing efforts for the property
- Staff management to include hiring, training and developing, managing performance etc.
- Follow-up on resident lease renewals or other resident information requests as directed

Are you the right person for the job?

- 2+ years of experience in leasing management
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook
- Strong written and verbal communication skills
- Positive attitude, strong work ethic and ability to lead and motivate others
- Must possess professional written and verbal communication skills
- Must be able to work one weekend day

Some of the benefits to you:

- Attractive total compensation package with incentives.
- Excellent benefits package including: medical, dental, vision, 401(k), vacation, your birthday off etc.
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Strong promote-from-within company culture
- Training is provided

If you are self-motivated, have property management industry experience and are excited about making our residents happy, we want to hear from you!

The salary range for this role is \$80,000-85,000 annually along with an additional incentive structure, depending on factors such as relevant experience, skills, qualifications, and geographic location. Along with competitive pay, we're proud to offer great benefits and ongoing opportunities for learning and growth.

All job offers contingent upon satisfactory background check.

