

## The Schochet Companies Are Hiring!

Bay View Estates are currently accepting resumes for a Full Time Leasing Consultant. Bay View Estates is a 130-market rate apartment community located in Portsmouth, RI. We are an expanding property management company that offers excellent career advancement and an exciting chance to be part of a diverse team!

Duties include but not limited to;

1. Show apartment units to prospective residents and process move-in paperwork in accordance with company procedures. Complete resident orientations and unit inspections as appropriate.
2. Coordinates the total leasing effort of the property.
3. Develops and maintains a sales and marketing program.
4. Maintains thorough product knowledge of own property and competitors' properties.
5. Develops and maintains brochures and information on property for prospective renters.
6. Rents vacant apartments for move-in within two weeks of vacate date or sooner to ensure full occupancy.
7. Compare competitive properties each quarter on amenities, rental rates, occupancy and curb appeal.
8. Assist Property Manager with office duties included but not limited to; phones, filing, property newsletters, maintenance logs, greeting visitors, and assisting residents.
9. Assist with prospective tenants and resident's paperwork.
10. Process move-in or move-out paperwork.
11. Accepts rental payments and follows up on non-payments.
12. Post rent checks and prepare bank deposits.
13. Other responsibilities may be added at any point by the Property Manager.

Strong customer service background, team player and prior Leasing and Sales experience required. Competitive salary, plus commission and excellent benefits! Interested candidates, please submit resume to: [jobs@schochet.com](mailto:jobs@schochet.com) or fax 617-830-0373. Pre-employment background check and drug test required. EOE

For more information on this position please contact Robin @617-398-5144.

[www.schochet.com](http://www.schochet.com)