

Gaslight Village Apartments is seeking a dynamic, creative and motivated Leasing Agent to join our team! Gaslight Village is a 406 multi-family apartment community in South Weymouth.

We are seeking an individual who possesses:

- superior people skills
- strong organizational and follow-up skills
- effective written and verbal communication skills
- resident service driven
- creative marketing skills
- computer proficient
- team player
- quick learner
- valid driver's license

The Leasing Agent will present the features of an apartment home and the benefits of the community to a prospective resident. The Leasing Agent is responsible for all activities related to apartment rentals; including generating and handling traffic, qualifying prospects, preparing lease documentation and completing move-in procedures in accordance with the company's established policies and procedures. This position also covers basic administrative office duties; including answering a multi-line telephone system, creating work orders, filing, vendor communication and coordination.

Bay Management is an equal housing opportunity employer.