



## Leasing Consultant – Greece, New York

**DHM Properties** is a large Property Management Company located in Albany, New York. We manage and operate over 7,000 apartments throughout the NY, MA and NH markets.

We are currently accepting applications for motivated Leasing Consultant to assist with the leasing and administrative activities of apartment community in Greece, NY. We are seeking a candidate that understands the importance of customer service and who will support the company's philosophy of going above and beyond our residents' expectations.

DHM Properties offers competitive wages and core benefits, including health, dental, voluntary life, paid holidays, and paid time off. We also offer a 401(k) retirement plan with company match and Flexible Spending Plan.

### Responsibilities Include but not Limited to:

The Leasing Consultant is primarily responsible for leasing apartment homes, responding to telephone and e-mail inquiries, scheduling appointments, greeting prospects, completing guest cards, showing apartments and amenity areas to all prospects, typing work orders, helping current residents, closing the sale and completing all required lease paperwork.

The Leasing Consultant position requires excellent organizational and customer service skills. Qualified individuals must have demonstrated the ability to successfully work with people and demonstrate aptitude for sales and customer service.

This position also plays an integral role in resident retention through participation in resident activities, renewal preparation and follow-up with resident needs.

### The Ideal Candidate Should Possess:

- High School diploma or GED strongly preferred
- Sales and Customer Service experience strongly preferred
- Effective communication
- Proficient in Microsoft Office and computer savvy
- Results oriented
- Critical thinking, sound decision-making and time management skills
- Professional demeanor
- Attention to detail and strong organization skills
- Ability to assimilate information
- Be familiar with Federal, state and local Fair Housing laws
- Valid driver's license and transportation required

For consideration of employment, please complete the [Job Application](#) and submit to [jobs@dawnhomes.com](mailto:jobs@dawnhomes.com)