LEGACY, LLC
Continuing Legendary Property Management Service

Legacy is seeking a full-time Leasing Consultant for a 168-unit property located in Grand Rapids, MI. As a Leasing Consultant, you will be responsible for answering phones, interacting with prospective and current residents, providing leasing information, scheduling tours, walking vacant units and filling and documenting unit readiness. This position is vital to the property and must maintain high resident retention by effectively marketing to prospective residents and the local community. Additionally, the Leasing Consultant will be responsible for coordinating property viewings, property follow-ups, and for updating the management database. Providing exceptional customer service and the ability to work independently is necessary to be successful.

Requirements:

- Previous leasing experience preferred
- Exceptional customer service skills with the capacity to relate to a variety of people and personalities
- Highly organized self-starter with the ability to take on initiatives within a fast-paced environment
- Comfortability performing general administrative tasks such as software data entry, filing, typing, and answering phones
- Outgoing and personable with excellent interpersonal communication skills
- Awareness of fair housing laws required
- Proficiency in MS Office products
- Real Estate License required within 6 months of employment
- Ability to work nights and weekends when required
- Yardi experience preferred
- Industry designation CALP preferred

Qualified candidates should email your resume to: recruiting@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.