Full Time Leasing Consultant

Knott Realty, one of the premier Real Estate Development firms in the Baltimore region is seeking a Full Time Leasing Consultant for a Class-A Apartment Community in Howard County Laurel, Md. Primary duties include professionally welcoming prospects and presenting the features and benefits of the community. 36-40 hours per week.

Position Responsibilities:

- Complete guest card information on all prospects, send thank-you notes and perform follow-up using Lead 2 Lease software as a primary tracking tool.
- Greet and determine the needs and preferences of prospective residents, qualify applicants, professionally present community conducting tours of the property while communicating features and benefits of living there.
- Complete all lease applications, assist with application verification and notify prospective residents of results.
- Type miscellaneous resident notices/letters as needed.
- Complete all lease paperwork including related addenda and accept rents and deposits at the time of move in.
- Answer incoming phone calls regularly and handle each call accordingly, whether it is a prospect call, existing resident, service request, etc.
- Responsible for final pre move-in walk-through of rented apartment to ensure good quality preparation of turnover prior to new resident occupancy.
- Assist with move-outs, move-ins, and vacancies inspections.
- Inventory office supplies on periodic basis. Report needs to Assistant Property Manager.
- Organize and file appropriate reports, leases and paperwork regularly.
- Assist Property Manager and Assistant Manager in preparation of daily and weekly reports, resident communications, move-out inventory, market surveys, etc.
- Maintain awareness of local market conditions and trends. Contribute ideas to the Property Manager for marketing property and for improving resident satisfaction and Curb Appeal.
- Report any service needs to maintenance staff.
- All other duties as assigned

Minimum/Preferred skill requirements:

- Must be able to apply principals of logical thinking to a variety of practical situations and accurately follow standardized procedure that may occasionally call for minor deviations.
- Must have good leasing and closing skills.
- Solid Written and Verbal Communication skills.
- Strong administrative/office, and organizational skills.
- Ability to work in a fast paced environment as part of a team.
- Outgoing personality with a willingness to follow up aggressively on prospective residents.
- Must have basic computer and Microsoft programs knowledge.
• Type at least 30wpm.
• Prefer that individual have access to a vehicle while on shift to conduct property tours and inspections.
• High School Graduate
• Clean driving record
• Ability to pass drug test.

Joining Knott Realty is more than simply obtaining a job – it’s an opportunity to work for a dynamic, close-knit, family-run business that cares about its employees. We offer a wide array of career opportunities in all aspects of real estate, from development and construction to property management and leasing. The Knott name is a well-respected Baltimore institution, and we are proud of our history and reputation within the community.

As an employer, we pride ourselves on our financial strength, stability and employee-friendly work environment. As an employee, you’ll learn from our experienced, stable team; our senior staff members have 20-35 years of industry experience, and our field staff possesses a diverse range of expertise in a variety of technical and management elements of the real estate business.

We offer a competitive compensation and benefits package, including:
• Paid Time Off (PTO) program
• Paid holidays
• Tuition reimbursement
• Medical
• Dental
• Basic life insurance – employer paid
• 401(k) retirement plan

Qualified Candidates should submit a resume and salary requirements to rlightner@knottrealty.com