

Leasing Manager & Community Coordinator - The Current On River

The role of *Leasing Manager & Community Coordinator* is a leadership position, which reports directly to both the Residential Leasing Supervisor and the Property Manager.

Residential Leasing Responsibilities:

- Supervise the on-site Leasing staff. Coordinate schedules, coverage, provide training and coaching, and handle performance issues in consultation with HR.
- Manage the day-to-day operations of the Leasing function.
- Responsible for reporting all Leasing updates. Maintain all reports (Vacancy List, Vacancy Book, MRI, Traffic Reports, and Competitor Pricing Reports).
- Responsible for Lease generation and accuracy.
- Communicate regularly with Management via meetings and reports.
- Advise on Leasing and revenue performance. Offer ideas for generating additional revenue.
- Monitor and solicit good reviews. Report Resident Satisfaction metrics to Management.
- Responsible for Advertising and Social Media.
- Follow through on all Leasing and Resident retention initiatives.
- Proactively forecast all aspects of the Leasing function, including: pricing, specials, knowing the competition, visit new properties in the area, etc.

Community Coordinator Responsibilities:

- Supervise the Residential Services Coordinator and Concierge staff. Coordinate schedules, coverage, provide training and coaching, and handle performance issues in consultation with HR.
- Work cooperatively with the building's Maintenance Supervisor and the Property Manager. Learn the building, common maintenance issues, and how they can be resolved.
- Oversee and organize monthly Resident events. Coordinate the logistics while collaborating with all necessary departments.
- Primary liaison to the community. Responsible for all communications.
- Handle Resident relations. Manage difficult issues, Resident concerns, and administer/enforce Community policies and rules.
- Manage Resident amenities.
- Always has a critical eye on the property (landscaping, parking lot, common areas) and assures the Community always looks its best. Takes the lead to make changes or improvements when necessary.

Requirements:

- Previous residential leasing or community manager experience
- Go getter – self starter
- Poised and Professional
- Strong written and verbal skills
- Real Estate License a plus

Hours: 40-hour work week with a schedule involving Saturdays.

Job Type: Full-time

Hekemian & Co., Inc.

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Salary: From \$65,000.00 per year

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off

Schedule:

- Monday to Friday
- Weekend availability

Experience:

- Residential Leasing: 1 year (Required)
- Community Manager: 1 year (Required)

License/Certification:

- Real Estate License (Preferred)