



MAIN STREET
REALTY

LEASING CONSULTANT

Main Street Realty is looking for a dynamic Leasing Consultant for the Richmond area. Leasing Consultants are most often the first person you encounter and are the primary contacts for our communities. We are looking for candidates that will turn leads into leases and have the ability to handle a wide variety of tasks. Ideal candidates will be professional, proactive, friendly and superb in sales. Some responsibilities of Leasing Consultants will include, but are not limited to:

- Providing superior customer service to current and prospective tenants
- Conducting resident screening and processing of potential resident applications
- Collecting deposits, rents and issuing receipts as necessary
- Ensuring all records are accurate, posted and stored correctly
- Ensuring all actions are state and federal laws compliant
- Assisting with property marketing activities
- Resolving resident complaints, answering resident questions and monitoring the resolution of problems
- Assisting in writing maintenance service requests to be performed by the maintenance staff
- Performing other duties as necessary to meet the needs of residents and the property

We offer our team members a competitive salary, health insurance, dental insurance, life insurance, long term disability, and a 401K plan. Our company maintains a drug free workplace and is an equal opportunity employer (EOE) of individuals with disabilities and protected veterans.