



Legacy, LLC is seeking a **Full-Time Office Manager/Leasing Agent** to take on the Lease-Up and Marketing for a brand-new development in progress in Howell, Michigan. This person must be detail-oriented, organized, assist in branding, marketing, and creating a prospect pool for a beautiful new community. This person must have industry knowledge and follow corporate and site-specific policies, procedures, and practices.

They must provide quality, professional service to prospects and residents including preparing paperwork for move-ins and move-outs, resident billing, maintaining an accurate file system, month end closing procedures, and process service requests in a timely manner. In addition, the Office Manager will maintain a professional relationship with their new residents and vendors and uphold all applicable outside legal, client and company standards. Teamwork with the ability to work contractors, developers, vendors, and with other staff is necessary to be successful.

Requirements:

- Minimum of 2 years of Leasing experience preferred.
- Highly organized self-starter with the ability to take on initiatives within a fast-paced environment.
- Must possess the ability to learn and adapt quickly.
- Outgoing and personable – excellent interpersonal communication skills
- Proven, successful experience creating, improving, and/or implementing a Marketing plan for a conventional community preferred- Creativity is a key required skill set.
- Exceptional customer service with the ability to handle multiple priorities effectively
- Must be able to work well under pressure
- Awareness of Fair Housing laws is required.
- Proficiency in MS Office products
- Yardi experience preferred
- Real Estate License required within 6 months of employment
- Industry designations preferred – CAM, CALP, ARM, COS
- Ability to work varied hours, evenings, and weekends through Lease-Up
- Some travel required – must have a valid driver’s license, reliable transportation and automobile insurance.

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

An Equal Opportunity Employer, our employees are our most 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.