

Leasing Concierge

We are...

- o A rapidly expanding family-owned Chicago property management firm with more than 50 Northside neighborhood communities and over 2200 units!
- o Long-term owners with a hyper-local pulse on the community's values, needs and dreams.
- o Dedicated to fostering the diversity, integrity, beauty and vitality of our neighborhoods by continuously investing in our buildings and improving residents' homes and lives.
- o Fueled by the notion that neighborhoods require both sustaining and investing in for the sake of their prosperity and longevity.
- o Looking for a Leasing Concierge to join our team on the North side of Chicago to serve as a strong foundation in the organization, with excellent communication and hospitable service.

You will...

- o See new Residents through their initial leasing process from their application to their actual move in. You'll serve as their first point of contact giving all correspondence/communication the highest level of customer service and expertise.
- o Stay in sync with the company's values, operating and safety policies and procedures for adhering to federal, state and local laws pertaining to the operation of the community and Fair Housing.
- o Be detail oriented at an expert level.
- o Provide a professional, positive and engaging experience with incoming and existing Residents and Office/Field Staff.
- o Be proactive with on-boarding new Residents by obtaining additional information required by the lease prior to their move in.
- o Take on administrative duties and data entry. Be able to handle and manage multiple calls while communicating clearly and effectively.
- o Excel in a friendly, yet fast paced work environment and maintain a positive, helpful attitude.
- o Be proactive on projects from supervisor & team as needed.

You should...

- o Have at least 1 year experience in a professional office.
- o Have significant computer skills and troubleshooting abilities.
- o Have a high school diploma or equivalent.

- o Be available to work every other Saturday
- o Be proficient with Microsoft Word & Excel, or Google Suite.
- o Be adaptive and flexible with respect to daily tasks.
- o Be able to multitask effectively, in an organized and detail-oriented manner.
- o Have the ability to work independently and collectively with the team.
- o Be a self-motivated sponge able to learn new information and find answers to questions.
- o Be able to adapt to a changing environment.

We offer...

- o Competitive hourly pay, commensurate with experience. Plus monthly leasing bonus.
- o 40 hours guaranteed per week with no overtime.
- o Full benefits after 90 days of employment.
- o 401k Match eligible after 6 months of employment
- o 5 PTO days after 90 days of employment.
- o 6 paid holidays per year.
- o Free lunch Fridays and birthday cake!

We need your strong work ethic, expert customer service, and your personal desire to consistently improve. **Submit your resume to jdrabant@becovic.com with the subject line "APPLY: Leasing Concierge".**