

Leasing Consultant - Lease Up

Location: Oak Park, IL

Department: Vantage Oak Park

Type: Full Time

Min. Experience: Mid Level

Vantage Oak Park is a premier luxury apartment tower located in the heart of Oak Park. This exciting new development is a 21-story building with 270 apartments featuring high-end finishes and fantastic views of downtown Oak Park and the Chicago skyline. We are currently seeking a sales-driven Leasing Consultant to manage the sales process from start to finish ensuring the highest occupancy possible. Essential duties include:

- Provide excellent service to residents, prospects, vendors, visitors, and other customers.
- Conduct building tours for prospective residents and input traffic into software daily. Lease apartments in accordance with policies and procedures set forth by management.
- Accurately enter new lease information into computer system.
- Prepare, maintain, and manage new and existing lease files.
- Assist in move-in / move-out process.
- Receive resident service requests and administer building work order system.

Qualified candidates will be self-starters with at least 2 years of sales-related experience. Previous apartment leasing experience with proven, exceptional closing skills preferred. Candidates must have or obtain current Illinois leasing agent license. Regular weekend hours are required.

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