

Golub & Company
Position: Leasing Consultant
Chicago, IL

About the job

Chicago-based Golub & Company LLC and its affiliates are active internationally in real estate development, acquisitions, asset and property management, leasing and corporate real estate services. The Company has developed, owned or managed more than 50 million square feet of properties valued in excess of \$10 billion.

850 N Lake Shore Drive is a 198-unit luxury apartment community located in Chicago's affluent and sought after Streeterville neighborhood. A vintage building and a landmark along Chicago's Lake Shore Drive, the property was fully renovated with top-of-market finishes and features in 2014.

We are currently seeking a **Leasing Consultant** to manage the sales process from start to finish by performing the following essential functions:

- 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 enters 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 required.