



## HUDSON LIGHTS

With over thirty-five years of experience, The Marketing Directors is the preeminent development advisory that works exclusively on behalf of owners and builders to develop, market, and sell homes. The Marketing Directors are industry leaders, respected partners, and market innovators. Headquartered in New York with offices and sales and rental teams active across North America, The Marketing Directors has helped its clients *successfully sell-out hundreds of new developments accounting for \$30 billion in collective sales.*

The Marketing Directors, Inc.

### PART TIME ADMINISTRATOR

#### *Job Description*

**Objective:** Effectively handle administrative duties and “meet and greet” prospects for an active leasing office

**Reports to:** Leasing Manager

**Basic Skills:** Interpersonal and communications skills required. Strong Excel skills a plus.

**Position Hours:** Saturday 10-5 and Sundays 11-5, start immediately

**Compensation:** \$15/hr

**Location:** Hudson Lights, 2030 Hudson Street, Fort Lee

**Please email to:** [khults@hudsonlightsnj.com](mailto:khults@hudsonlightsnj.com) or call 201.947.2111

#### **Areas of Responsibility:**

- Meet and greet all prospects who enter the Leasing Center with enthusiasm, establishing a rapport with them.
- Obtain all information necessary to thoroughly complete Guest Registration Forms and provide them to the Leasing Associates.
- Offer and provide refreshments to any prospects waiting to be met by a Leasing Associate.
- Coordinate and maintain the Leasing Associate/Leasing Manager appointment logs.
- Using the leasing and traffic information to prepare excel daily reports.
- Answer the phone with a greeting and community name.
- Maintain daily logs and database to include customer name, contact information, home preference and customer grade.
- Assist with the coordination of and attend various realtor and resident functions.
- Prepare and monitor all availability sheets.
- Maintain the rotation schedule for walk-in, phone and e-mail traffic.
- Keep all customer files up-to-date.
- File, answer telephones, make copies and perform all other general office duties as necessary.
- Handle incoming calls requesting information on the community.
- Assist with all other special projects and tasks as directed by the leasing team.