With over thirty-five years of experience, The Marketing Director’s 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 across 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 Administrative Assistant

Job Description

Objective: Effectively handle administrative duties for an active leasing office.

Reports to: Leasing Manager

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

Position Hours: Saturday 10-5pm and Sunday 11-5pm, immediate start.

Compensation: $15/hr.

Location: Various NJ and NYC locations

Please email: khults@HudsonLightsNJ.com or call 201.947.2111

- Meet and greet all prospects who enter the Leasing Office with enthusiasm, establishing a rapport with them.
- Obtain all information necessary to thoroughly complete Guest Registration Form and provide them to the Leasing Associate.
- Offer and provide refreshments to any prospects waiting to be met by a Leasing Associate.
- Coordinate and maintain the Leasing Associate/Leasing Managers appointment log.
- 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’s, phone and email 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.