



# RMS CAREERS

## **Assistant Property/Leasing Manager**

RMS Property Management - Hartford, CT  
Full-Time, On-Site

### **POSITION SUMMARY:**

RMS Companies, a Connecticut based real estate development company, is seeking a full-time Assistant Property/Leasing Manager who is self-motivated, enthusiastic and customer service oriented. This is an exciting opportunity to work in a fast-paced environment in a new community in Hartford, CT. This position advertises the property, fills vacancies, reviews and approves rentals, resolves resident's issues, implements and monitors marketing and promotional initiatives, as well as monitors and reports building maintenance needs. In this role, you will act as an enthusiastic brand ambassador representing the RMS experience in the local community. The position reports directly to the Property Manager.

### **POSITION REQUIREMENTS:**

- Bachelor's degree preferred.
- At least 2 years leasing, customer service and property management experience preferred.
- Experience with using leasing and property management software
- Positive energy and willingness to learn is a must.
- This is a full-time position, and candidates will be required to work weekends.
- Strong communication, interpersonal and customer-service skills.
- A team player who is detail and process-oriented with the ability to multi-task

### **TO APPLY**

Please respond with "Assistant Property/Leasing Manager"  
in your email subject line to: [careers@rms-companies.com](mailto:careers@rms-companies.com)

RMS Companies is an Equal Opportunity Employer

