

RMS CAREERS

Leasing Administrator

RMS Companies HQ - Stamford, CT

POSITION SUMMARY:

RMS Companies, a Connecticut based real estate development company, is seeking a full-time Leasing Administrator that is hard-working, detail-oriented, tech-savvy, and passionate about providing outstanding service across a range of different property types, including HUD affordable units. This person reports directly to the Regional Manager and will work in our HQ office in Stamford CT.

POSITION RESPONSIBILITIES:

- Handle incoming leasing requests and follow-ups.
- Process tenant applications and screening.
- Coordinate with on-site teams to schedule tours.
- Handle other administrative responsibilities on an ad hoc basis.

POSITION REQUIREMENTS:

- Bachelor's degree required.
- A minimum of 2 years' experience in multi-family property management preferred.
- At least one year experience working with HUD compliance desired.
- Proficient in Microsoft Outlook, Excel and Word.
- Familiarity with Yardi or other similar programs a plus.

TO APPLY

Please respond with "Leasing Administrator – RMS HQ"
in your email subject line to: careers@rms-companies.com

RMS Companies is an Equal Opportunity Employer

