

Week of :

May 22nd to May 29th



Visit our **NEW** website to see a full list of upcoming events!

Tuesday, May 23, 2017

Education 2017:

Mystery Shop Secrets

9 a.m. to 11 a.m. @ AAFW-NEI

Thursday, May 25, 2017

Education Committee Meeting

8:30 a.m. @ AAFW-NEI

Monday, May 29, 2017

AAFW-NEI Office Closed

Memorial Day

CLASSIFIED ADS

Career Center

*Check out the new
Career Center at
www.aafw.org*

*Postings are included in the Hotline
sent on Friday*

Also display on-line for one week

Total cost is just \$15 per week

*Job seekers can see all postings or
search based on category*

Leasing Specialist

*Lake Forest Apartments is currently looking for a
Full Time Leasing Specialist.*

Benefits & \$12-14 per hour based on experience

Job Description:

- *Leasing Specialist duties including welcoming prospective residents, providing tours of the property, and completing all coordinating paperwork*
- *Resident relations & renewal program*
- *Ensuring units are ready for tours as well as new move-ins*
- *Lead source tracking in property management software*
- *Resident Newsletter and other communications*
- *Taking classes to further your education in property management*
- *Every other Saturday is required*

Please forward your resume to:
carole@lakeforestapartments.net

E.O.E.