

Resident Relations Coordinator with National Development:

The Opportunity:

National Development is looking for a Resident Relations Coordinator for Seven Springs Apartments in Burlington, MA. The ideal candidate will bring a passion for people, apartment living, and creating a sense of community among residents and team members.

As a Resident Relations Coordinator, your primary responsibilities include:

- Conduct administrative tasks such as depositing rent checks, preparing move-in/move-out paperwork, manage resident package system, miscellaneous filing, etc.
- Correspond with current residents – managing all community and resident-related updates, amenity-space rentals, lease-related correspondence, requests for maintenance, etc.
- Cultivating and maintaining strong, loyal relationships with residents, offering a first-class resident experience and helping to maintain a strong sense of community
- This position requires some weekend hours

You Create Value by:

- Being dedicated to our residents – working to exceed their expectations, resolve any community-related issues, and strive to create extraordinary experience
- Being dedicated to National Development – maximize NOI, reduce turnover, maintain a positive reputation (both online and anecdotally), and proudly represent National Development’s professionalism and values
- Being dedicated to your team - you roll up your sleeves and assist team members—no job is “below your pay grade”

What You Bring to Us:

- Experience in the property management, hospitality or retail industries preferred
- Experience with industry software (YARDI) a plus
- Administrative and accounting skills
- Willingness to jump in, learning new tasks and systems
- Proficient with Microsoft Office suite
- Outstanding communication skills, both written and verbal

What We Bring You:

National Development offers a wide range of insurance options, programs and benefits that let you and your family be healthy and plan for the future. Including:

- Comprehensive and affordable health plans
- Life insurance
- Employee wellness incentives
- Company-matched 401K

We want our team members to be happy and healthy, both personally and professionally. Our benefits take into consideration everything from career development to family matters and health and wellness.

National Development is proudly an Equal Opportunity Employer.

