



Leasing Assistant

Arbor Ridge Apartments

Arbor Ridge on West Friendly Apartments is a great place to live. We are located in the Guilford College area of Greensboro. Located on 25 secluded acres, Arbor Ridge is surrounded by nearby golfing, parks, shopping and entertainment.

Arbor Ridge is looking for a Leasing Assistant intern for 10-15 hours per week to be responsible for:

- Promoting Arbor Ridge Apartments using web-based marketing
- Resident retention
- Organizing resident events
- Coordination of maintenance schedules
- General administrative duties

Preferred Qualifications:

- An extroverted and self-motivated student with an interest in property and/or hospitality management
- Strong oral and written communication skills
- Strong knowledge of MS Office Suite
- Professional phone skills
- Ability to work without direct supervision

Interested applicants must have a professional appearance and reliable transportation.

To apply, please forward a résumé and cover letter to:

Margaret Winslow
mwinslow@greensboro.org
342 N Elm Street
Greensboro, NC 27401
Phone: 336.387.8334

Register with www.TriadInternNet.org to see more details!