

Job Posting

Title: Leasing Agent

Company: CaraCo Property Management

Status: Full Time

PURPOSE

The Leasing Agent is responsible for ensuring residential rental properties are rented to their fullest capacity.

KEY RESPONSIBILITIES

- Manage all aspects of the leasing process, including leasing apartments, preparing leases, and assisting to ensure a smooth move-in.
- Maintains record in the site database (Yardi Voyager), including leasing information, rent collecting, rent renewals and resident notices.
- Greet clients, assess needs, answer questions, and provide apartment tours.
- Respond to in-person, phone, and email inquiries, which includes providing leasing information, making appointments, and following up with maintenance requests.
- Assist with completing weekly, monthly, and special reports as assigned by the Property Manager.
- Track and report monthly turnovers, vacancies, advertising schedule, budget, and overall effectiveness.
- Provide excellent customer service and assist all clients with a positive and friendly tone.
- Maintain working knowledge of the property market.

SKILLS

- Positive and collaborative personality
- Attention to detail
- Accountability and Dependability
- Excellent Communication
- Time management skills
- Client services oriented.

EDUCATION & EXPERIENCE

- College diploma
- Minimum two years' relevant experience

WORKING CONDITIONS

- This position involves the risk of prolonged sitting and repetitive strain injuries.
- Travel between buildings and job sites

KEY PERFORMANCE INDICATORS

- Collaborates well with the Team.
- Tenant satisfaction
- Vacancy rate
- Turnover rate

If you are interested in the opportunity, please forward your resume to stephanie@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.