

Position: Leasing Specialist

This Opportunity:

We are looking for a qualified and professional Leasing Specialist to join our team and work closely with our Asset Management team to help with the initial lease up for our new rental Development – *Seasons*.

Carefully curated by an award-winning team, our distinct collection of 116 rental homes is coming to West Coquitlam at Regan Avenue and Emerson Street. *Seasons* is a beautiful union of design and function. Outside your door is a vibrant neighbourhood brimming with conveniences such as YMCA, shopping, cafes and parks. Just a 5 minute walk away is Burquitlam Train Station which will connect you to anywhere in the city including Simon Fraser University close by. 1, 2, and 3-bedroom rental homes arriving in Summer 2024.

This role includes the following responsibilities:

- Market brand new rental suites and prepare suites for showings
- Schedule and show suites, screen potential tenants (including reference and credit checks), and prepare lease agreements for approved tenants
- Contact potential applicants
- Personally greet and tour visitors in the new rental building
- Provide a positive resident experience from initial contact, screening process, to lease signing.
- Respond effectively, consistently, and politely to all tenants, prospects, and team members
- Create clear and detailed move-in reports
- Review and compare pricing, and conduct external market research for trend reporting;
- Maintain and operate Leasing office/show suite
- Keep organized, detailed, and confidential records of all tenants and applicants
- Keep up to date on the Residential Tenancy Act and keep the units in line with these guidelines, rules, and regulations
- Maintain an active database and complete files of all units
- Provide weekly updates on the leasing status
- Manage all the rental administrative duties, as determined by Qualex-Landmark™, from time to time
- Ability to work a varied schedule, including evenings and weekends
- Act as the company's representative at all times, ardently protecting the company brand, and making every effort to manage risk

Candidate:

To thrive, applicants must be flexible, self-motivated, detail-oriented, and highly organized. In addition to these qualities, the ideal applicant will have:

- A minimum of 1-3 year's experience in residential property leasing
- Experience with Microsoft Word, Excel, Adobe Acrobat, DocuSign
- Excellent verbal and written communication skills
- A passion for customer service
- Sales experience an asset
- The ability to work independently

Our Company:

Qualex-Landmark™ is a Vancouver-based development group that has been building boutique residences for over 30 years. Our portfolio is defined by quietly iconic residential communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

Compensation: Commissioned base role

Location: Leasing Centre will be located at 608 Regan Ave Coquitlam, an active construction site until completion in June 2024.

Hours: 6 month full-time contract; availability on evenings and weekends to show suites

Estimate Start Date: April 2024

To Apply:

Individuals meeting the criteria above are asked to submit their resume and cover letter in PDF format via email to careers@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.