



POSITION: Leasing Agent

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The leasing agent is responsible for responding to present and future clients concerning the tariffs and clauses of the leasing contracts. The agent receives and treats new offers to lease, validates the proposals with the commercial centers or the directors of the residential sector. The agent prepares all leasing contracts and follow-up, obtains the payments plus any documents pertinent to the leasing contract, as well as meeting the tenants for the signing of the lease. The leasing agent must also provide activity and revenue reports concerning the leasing and coordinate the installation of the kiosks. The agent is responsible for lease renewals for existing tenants and effects other general tasks associated with the office.

QUALIFICATIONS REQUIRED

- ✓ 1 to 3 years experience in either residential or commercial leasing
- ✓ Expertise in French and English language, written and oral
- ✓ Expertise in Word and Excel software
- ✓ Professional
- ✓ Client oriented
- ✓ Good communication skills

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.