

Job Posting

Title: Leasing Agent

Company: CJM Property Management

Location: Kingston, Ontario

Status: Full Time

Purpose

- Ensure residential rental properties are rented to their fullest capacity.
- Achieve maximum profitability and growth for an assigned group of apartment buildings by effectively leasing CJM Property Management's products.
- Respond to all enquiries, show properties, generate advertisements, establish new contacts and secure new residents

Key Responsibilities

- Continually monitor and analyze traffic logs, conversion ratios, budget guidelines, renewal information, marketing data, etc., to be able to give up-to-date and proper information when requested by others.
- Research sources for developing prospective customers and for information to determine their potential.
- Analyze the territory/market's potential and determine the value of existing and prospective customers.
- Identify CJM's comparative advantages and compare products/services with competitors.
- Supply management with oral and written reports on customer needs, problems, interests, competitive activities and potential for new products and services
- Plan and organizes personal sales strategy by maximizing the return on time investment for the assigned properties.
- Keep abreast of apartment applications, market conditions, competitive activities, advertising and promotional trends, through the reading of relevant literature, networking, and involvement with the local marketing industry organizations.
- Track and report monthly on turnover, vacancies, advertising schedule, budget, and overall effectiveness.
- Evaluate whether leasing techniques are effective in obtaining closing.
- Complete daily traffic and vacancy reports and utilize follow up programs with prospective residents.
- develop advertising and marketing initiatives and place and maintain advertisements, in collaboration with the with Marketing Coordinator and Residential Property Manager.
- Create comprehensive leasing, advertising and marketing policy and procedures in collaboration with Marketing Coordinator and Residential Property Manager.

Marketing

- Coordinate, create, and set up displays at public events, fairs, trade shows, and conventions to provide exposure for CJM Properties; represent and promote CJM in Kingston and surrounding areas collaboratively with Marketing Coordinator
- Work with web programmer for lobby TV displays, information and advertising
- Maintaining CJM's website "blog" with new information on a bi-weekly basis
- Photograph properties and units to maximize advertisements

Laws, Occupational Health and Safety, Codes, Policies and Procedures

- Comply with the Occupational Health and Safety Act and regulations and CJM's health and safety policies
- Report unsafe acts, hazardous or unhealthy conditions to management
- Ensure that unsafe conditions are corrected in a timely manner

Skills

- Client services oriented.
- Interpersonal skills.
- Attention to detail.

Education and Experience

- College diploma
- Minimum two years' relevant experience
- Possesses a valid driver's license.
- Has use of a personal vehicle for use on this job.

Core Values

In order to achieve success, the CJM Property Management Ltd. team must embrace certain core principles and values.

- We do the Right thing
- We are accountable
- We treat Everyone with Respect
- We are committed to Success

Working Conditions

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

If you are interested in this opportunity, please forward your resume to employment@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.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.