



<b>Position Title:</b>	Leasing Consultant
<b>Reports To:</b>	Regional Leasing Team Lead
<b>Location:</b>	Region Specific

**About the Company:**

**At Hazelview Properties we believe that apartments are more than bricks and mortar - they are an experience.**

Started in 1999 with one small building in Oakville Ontario, we now manage a portfolio of over 200 multi-family residential buildings throughout Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Nova Scotia.

Hazelview Properties takes pride in ownership and an active hands-on approach to how we manage our communities. We are committed to fostering the long-term growth of our employees, communities and the investments we make for our clients. It's one of the things we've always believed in, creating value for people and places.

We are committed to a diverse and sustainable future.

**Vision:** "We create value for people and places".

**Our Core Values:**

- Trust
- Ambition
- Collaboration
- Ownership Mindset
- Having Fun

**About the Position:**

Reporting to the Regional Leasing Team Lead, the Leasing Consultant thrives in a fast-paced, entrepreneurial environment and possesses strong sales and negotiation skills. They are responsible for achieving sales and vacancy targets within an assigned portfolio of buildings.

**Key Responsibilities:**

**Sales & Leasing:**

- Achieves weekly/monthly sales and vacancy targets
- Assists in maintaining Rent Ready reports for all assigned sites
- Inspects vacant suites daily/weekly to ensure "Rent Ready" status is maintained
- Maintains model suites ensuring all standards are consistently met
- Participates in the development and execution of the leasing strategy for buildings in their portfolio
- In conjunction with the Regional Sales & Marketing Specialist/Manager conduct quarterly market surveys, analyze data, provide recommendations to senior management and conduct mystery shop visits to competitors
- Schedule work week to meet the needs of the business which may include performing activities on evenings and weekends

- Coordinate and implement an active open-house program and other marketing initiatives
- Accurately completes all leasing administration tasks including updating leasing workflow for each prospect, processing applications, completing lease documents, and maintaining commission reports.
- When required leasing consultants will assist in other building administration tasks and other duties as required from time to time

**Job Requirements:**

**Education & Experience:**

- Degree/diploma and/or an equivalent combination of education and/or experience focused in sales
- Exposure to leasing & sales in a multi-residential or other related industry asset class would be considered an asset
- 2-3 years proven history of success in a sales environment
- A professional demeanor and presentation, coupled with strong communication skills, both written and verbal
- Displays a genuine desire to help prospects in finding a new home
- Ability to take initiative and to work independently as well as on a team
- Experience in a sales or customer service role
- Flexible and adaptable to constantly changing needs within the organization
- Strong computer skills including Microsoft Office (Excel, Word) and Yardi would be an asset

**Qualifications:**

- Excellent communication is required. Ability to speak other languages is considered an asset
- Actively championing diversity and inclusion
- A commitment to “Best in Class” Customer Service
- A demonstrated a high degree of integrity, diplomacy, discretion and confidentiality
- Ability to accurately listen, understand and respond appropriately
- Ability to work and act independently using good judgment when assessing difficult situations
- Self-motivated individual who is proactive, takes initiative is goal and results oriented and works independently without a lot of direction
- Superior organizational and time management skills to multi-task/prioritize and work under tight timelines and meet multiple deadlines
- Excellent problem-solving capabilities
- Superior attention to detail and accuracy and excellent follow-up skills
- Excellent communication is required. Ability to speak other languages is considered an asset
- Actively championing diversity and inclusion

*Hazelview Inc. is an inclusive and equal opportunity employer. If you require an accommodation to participate in the recruitment process, please let us know. We will accommodate your needs as required under applicable legislation. Information related to accommodation requirements will be addressed confidentially.*