



# Property Leasing Coordinator

## Description

About Us

Real Estate is all about buying and selling property . Wrong! To Gloria Wang, real estate is about serving real people with real needs and providing real value. Real Estate is much more than jumping into the car to show buyers homes for sale or putting a sale sign on the lawn of a seller- Real Estate with us means as a buyer or seller, you experience the excellence of my proven track record. From walking you through the buying , selling or investing process in a step by step fashion to keeping you updated on market information every step of the way, we believes in doing more than just buying or selling a home- I believe in creating memories and letting our clients experience the excellence...

## Duties

Responsibilities

- Negotiate or approve rental or lease of properties on behalf of property owner
- Ensure terms of lease agreements are met
- Hire and supervise support staff performing operational, clerical or maintenance duties
- Prepare and administer contracts for property services, such as maintenance
- Co-ordinate implementation of repairs, maintenance and renovation
- Monitor progress and cost of work for property owners

## Closing Date

January 31, 2025

## Categories

Services

## Employer

SKYONE REALTY LTD

## Location

Inkster

## Address

754 Logan Ave suite 1  
Winnipeg, R3X 0N3

## Job Type

Full-time

## Education Level

College

## Wage

\$20.00 - \$25.00

## Email

- Compile and maintain records on operating expenses and income
- Prepare expense and income reports
- Ensure response to trouble calls from clients or tenants

sky1realty@outlook.com

## **Qualification**

Experience

2 years to less than 3 years