

Job Description – LEASING AGENT

About Us:

Progressive Property Management Ltd. is a locally owned and operated professional property management firm that has provided property management services in Saskatoon and area since 2002. Currently servicing Saskatoon, Outlook, and Christopher Lake communities, we operate primarily from our head office in Saskatoon. The company is responsible for a property portfolio consisting of various residential and commercial investment real estate, and condominium projects.

The Leasing Agent will report directly to the Operations Manager and will be responsible for all the duties in connection with the leasing and marketing of the assigned portfolio of residential rental units.

Responsibilities:

The Leasing Agent will be responsible for the leasing of residential homes, consisting of apartment suites and single-family homes. The assigned portfolio of properties will be located in Saskatoon and area as assigned by the Operations Manager.

The leasing agent's primary responsibilities will be to fill vacancies for any residential apartment units and single-family houses on turnover. This will include:

- Taking photos of any vacant suites
- Preparing videos of suites for advertising
- Advertising vacant units
- Scheduling and attending showings (*both in person and virtual*).
- Screening of applications
- Reporting of any maintenance and cleaning needed to the Operations Manager
- Keeping a report of appointments and completed viewings
- Tenant relations with new tenants
- Periodic building and suite inspections
- Routine smoke detector checks
- Completion of move in/move out inspections as coordinated with the Operations Manager and Head Office team.

Skills & Experience:

- Must be organized and able to work both independently and with a team
- Ability to prioritize tasks based on deadlines provided by Operations Manager
- Must have good communication skills
- Must have a valid driver's licence
- Own vehicle is an asset

- Recent criminal record check is required
- Drivers abstract is required

Salary & Benefits:

- Salary is negotiable and will be based on experience and qualifications
- Leasing Bonus
- Comprehensive health benefits
- Vehicle allowance provided (*if using your own vehicle*)
- Accommodation discounts are available on rental housing provided through Progressive

How to Apply:

If this position is for you, please submit a PDF copy of your resume and cover letter to:
ppmcareersyxe@gmail.com.

In the subject line please quote: "Leasing Agent".

We thank all those who apply, but only those selected for an interview will be contacted.