PRIVATE
PENSION
PARTNERS

< Job Openings

Leasing Representative

Winnipeg, Manitoba

ACCOUNTABILITIES

Private Pension Partners Realty Services Inc. ("P3 Realty") is seeking an experienced Le
Representative to join our team. The Leasing Representative will be responsible for prov
leasing and administrative support to the P3 Realty team and directly support the Proper
Management team to provide a high level of service to tenants and owners, while keepin
vacancies low. Overseeing the day-to-day activities of the leasing function, the Leasing
Representative will also provide key metrics and monitor daily activity, including ensuring
and compliance with all operational standards.

RESPONSIBILITIES

- Maintain the highest level of customer service when communicating with tenants an
escalating the matter as appropriate;

- Engage with potential residents including answering inquiries and qualifying prospec
phone, email, and in-person;

- Present properties and amenities in a positive light to secure the rental agreement. N
lease terms, conditions, and close the deal;

- Provide a professional and personable leasing experience to our prospects througho
to lease process;

- Determine the needs, living standards, and economic viability of customers in order
those needs to a property within the P3 Realty portfolio;

- Host private tours and open houses, including some evenings and weekends as requ

- Assist on display suite setup;
- Daily cleanliness checks for all display and/or vacant suites;
- Draft and produce all lease documentation, including new lease agreements, renewa amendments (extensions and relocations), assignments, and credit/background che includes monitoring and tracking timelines to ensure each document moves through process successfully and efficiently;
- Coordinating and conducting all move ins; ensuring all suites are ready for move ins highest standard of cleanliness and ensuring maintenance completion;
- Complying with P3 Realty leasing and move in policy & procedures;
- Providing assistance to other P3 Realty team members on move outs; assist with coc and conducting move outs only as needed;
- Assist other Leasing Representatives within P3 Realty team;
- Assist with the timely collection of deposit, rent and other receivables in accordance lease and established company policy;
- Weekly Vacancy and Leasing Activity Report for Leadership team, and month-end le activity reporting;
- Adhere to established leasing procedures and offer ways to improve as appropriate. liaison between the leasing, property management, and asset management departm
- Weekly/monthly website audits and updates, as required;
- Assist in implementing marketing initiatives using a variety of media and promotiona
- Weekly Social Media Marketing within the P3 Realty social media platforms such as Facebook: showcasing and/or highlighting the property attraction and events that m and
- Maintain awareness of local market trends and assist leasing and property managen with market research (e.g. conducting mystery shopping at competitive properties).

QUALIFICATIONS
- At least two (2+) years experience in sales-oriented or client-facing roles;
- Effective computer skills and ability to use computer programs such as Microsoft Of Adobe, Property Management software, DocuSign, and Windows;
- Ability to create great relationships using strong interpersonal skills, while remaining professional;
- Ability to work effectively in a rapidly growing/changing environment with a high deg resourcefulness and adaptability;

- Excellent communication and negotiation skills;
- Desire to learn and adopt technology-driven platforms;
- Flexible work hours, including manageable evenings and weekends;
- Valid driver's license and reliable transportation for travel between properties;
- Broader interest in real estate and working knowledge of the Manitoba Residential T[
  Act considered assets; and
- Able to provide a criminal record check that is free of relevant convictions.

ABOUT PRIVATE PENSION PARTNERS REALTY SERVICES INC.