

# GLOBE Property Management

## Winnipeg: Part-Time Leasing Coordinator

### - St. James

<https://globepm.ca/job/winnipeg-part-time-leasing-coordinator-st-james/>

Globe is currently looking to fill a **Part-Time Residential Leasing Coordinator** position at an amenity-rich property featuring 3 residential towers.

This position will be responsible for assisting with the daily lease activities including suite viewings and processing applications as well as maintaining strong tenant and landlord relations.

#### RESPONSIBILITIES

- Respond to suite enquiries (phone, email, walk-ins, etc), schedule and conduct suite views and explain the application process.
- Process applications, data entry in Yardi, follow up on applicant information ie, guarantors, rental reference etc.
- Prepare and keep accurate records of all leased properties and occupancy records.
- Complete move ins, move outs, request work orders, ensure suites are ready for new tenants.
- Coordinate information and maintain positive relationships with internal and external clients.
- Reception & administrative coverage.
- Ensure a high level of client satisfaction.

#### QUALIFICATIONS

- Self-motivated, professional, and flexible; able to work both independently and as part of a team.
- Strong sense of confidentiality, tact, and diplomacy with excellent customer service skills.
- Excellent verbal and written communication skills, strong computer skills, knowledge of social media, web/internet technologies and MS Office suite.
- Experience with Yardi is an asset.
- Excellent time management skills to simultaneously handle and prioritize multiple viewings, tasks, and requests.
- Experience in Property Management preferred.

Part-Time up to 30 hours per week. Must be available days, evenings, and weekends. Shifts scheduled are dependent on the needs of the buildings.

Successful candidates must be quick learners and highly motivated self-starters. Able to effectively multi-task and be able to prioritize time-sensitive tasks and matters, deal intuitively with any situation and work under minimal supervision.

**Clear criminal record check required.**

To apply please respond to this ad with cover letter including wage expectations and resume.

Thank you to all applicants, only those potentially selected for an interview will be contacted.

No phone calls, please.