

LEASING AGENT

WHO WE ARE AND WHAT WE DO:

ICR Commercial Real Estate provides Property and Asset Management Services to a wide variety of commercial and residential property owners and condominium developments. We are an established company that is rapidly expanding our base of clients and services. We are searching for an individual who can utilize their skills to provide leasing support to internal & external clients.

WHAT'S THE POSITION:

We are looking to fill a new full-time position within our Residential team for our growing Property Management Division.

As a Leasing Agent, you will be involved with all aspects of assisting the Property Manager for an assigned portfolio of Residential Rental properties.

- Responsible for maintaining a high level of client satisfaction through excellent customer service and communication;
- Book appointments with leads and contact applicants on waiting lists for viewings focusing on closing the sale;
- Collect and account for the initial payments made by applicants and new residents;
- Provide feedback and make marketing requests as needed to ensure site is maintaining vacancy goals;
- Delivering Notices;
- Checking Vacant Units and Buildings;
- Some Cleaning may be required.

WHO WE ARE LOOKING FOR:

- Complete regular building inspections and site cleanup.
- Communicate onsite issues to Property Manager(s).
- Well organized, works independently with minimal supervision
- Customer focus and strong communication skills.
- Ability to meet deadlines, without compromising accuracy.
- Must have basic computer knowledge, working in MS programs and be familiar with email/texting.
- Valid Class 5 Driver's license.

WHY JOIN ICR:

100-261 1ST AVE N. SASKATOON, SK S7K1X2 | P: 306.664.6118 | F: 306.664.1940

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 **TRUST US TO PUT YOU ON THE MAP**



ICR has a great team atmosphere with many resources to draw upon to assist in providing exemplary service. Our 3 offices, one in downtown Saskatoon, one in the north industrial area of Saskatoon, and one in Regina, are an open and refreshing change from the standard office environment.

- Great competitive salary based on experience
- Great benefits package on eligibility

WHAT TO DO NOW:

Interested applicants should submit their cover letter and resume outlining their skills, experience and interests by email (jobs@icrcommercial.com). Subject line must state "Leasing Agent". Thank you to everyone who applies, however, only selected candidates will be contacted. Offers of employment will be contingent on satisfactory Security Background Checks, Credit Check and Reference Checks where applicable.

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