

Leasing Manager

Midtown | Modern Rental Living

A&T is seeking an experienced, motivated, and customer-focused **Leasing Manager** to lead the successful lease-up of a new residential building from the pre-leasing/ construction phase, through to full occupancy. This individual will be responsible for developing and executing leasing strategies and generating leads, in partnership with the marketing team, conducting site tours during and after construction, guiding prospective residents through the leasing process, coordinating move-ins, and delivering an exceptional resident experience.

The ideal candidate is a strong sales professional with excellent organizational skills who thrives in a fast-paced environment and is excited about bringing a new community to life.

About Us

We are a general contractor and developer based out of Kamloops, BC specializing in commercial, residential and development projects. Established in 1992, we celebrate over three decades of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail. Led by strong business ethics and community-minded values, we have a reputation for our high standards in the commercial and residential building industry.

Why work for A&T

A&T offers the opportunity to work on challenging, high-profile projects and provides competitive compensation and numerous benefits to the qualified candidate, including:

- **Award Winning Developments:** Work on projects and developments of the highest caliber.
- **Competitive Salary**
- **Growth & Opportunity:** Opportunity and encouragement of growth within the company.
- **Work Life Balance:** Value and understanding of the need for balance between work and personal life.
- **Learning & Development:** Professional development and course offerings to enhance employee skill and knowledge.

- **Wellness & Connection:** Staff events to keep the team connected and engaged. Work culture inspires healthy living and lifestyle.
- **We Give Back:** High level of community involvement including work and volunteer opportunities.
- **Paid Vacation & Sick Time:** This position includes five paid sick days per year, as well as paid vacation time.
- **Benefits & Health Insurance:** Optional health benefits package is offered to this position after successful completion of probationary period.

Key Roles and Responsibilities

Leasing & Marketing

- Lead all leasing activities from pre-construction through stabilization of the property.
- Develop and execute leasing strategies to achieve occupancy targets.
- Manage the prospect pipeline, including lead generation, follow-up, and conversion.
- Respond promptly to all inquiries from prospective residents.
- Conduct consultations and presentations with prospective tenants.
- Maintain accurate records within the property management and CRM systems.
- Monitor market conditions, competitor pricing, and occupancy trends.
- Provide recommendations regarding rental rates, incentives, and marketing initiatives.
- Partner with marketing teams and external vendors to promote the property.

Site Tours & Resident Experience

- Conduct tours accommodating prospective tenants' schedules, including during evenings and weekends.
 - Conduct professional site tours during construction, utilizing renderings, floor plans, and model units where available, meeting with prospective tenants.
 - Conduct tours after construction completion and showcase completed units, building amenities and features.
- Organize and participate in leasing events, open houses, and community outreach initiatives.
- Build strong relationships with prospective and incoming residents.
- Deliver exceptional customer service throughout the leasing journey.

Lease Administration

- Prepare and process lease agreements and related documentation.

- Ensure compliance with company policies, residential tenancy regulations, and fair housing requirements.
- Verify applicant qualifications and coordinate approval processes.
- Maintain accurate resident files and leasing records.

Move-In Coordination

- Manage all move-in scheduling and resident onboarding activities.
- Coordinate with construction, property management, maintenance, and vendors to ensure suite readiness.
- Conduct pre-move-in inspections and quality assurance checks.
- Prepare welcome packages and move-in communications.
- Ensure a seamless and positive move-in experience for all residents.

Occupancy & Operations Support

- Collaborate with construction and development teams throughout the building completion process.
- Provide regular leasing, occupancy, and traffic reports to ownership and management.
- Identify opportunities to improve leasing performance and resident satisfaction.
- Support resident retention initiatives once occupancy begins.
- Conduct suite inspections for routine reviews, maintenance/servicing etc. as needed.

Qualifications and Experience

Required

- Excellent communication, presentation, and customer service skills.
- Strong organizational and time-management abilities.
- Proficiency with Microsoft Office and property management software.
- Ability to work independently and manage multiple priorities.
- Valid driver's license and reliable transportation.

Preferred

- 3+ years of leasing, property management, sales, or related experience.
- Proven ability to meet leasing or sales targets.
- Experience leasing new construction or lease-up communities.
- Knowledge of residential tenancy legislation and leasing best practices.
- Experience with CRM and property management platforms.
- Real estate or property management certification.

This **contract, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture. Flexibility to work evenings and weekends to accommodate prospective tenant tours and leasing events is required.

Salary: \$60,000/year plus potential to earn bonuses if leasing KPIs are met.

Contract: The full-time contract is anticipated to be approximately 18 months. Following the initial lease-up period, the position may, at the Owner's sole and absolute discretion, transition to a permanent employment role. The transition may occur once the first-time lease-up reaches 100% occupancy or at any earlier or later time determined by the Owner based on the operational needs of the property and the Company. Upon transition to permanent employment, the Owner may, at its discretion, reduce the employee's scheduled hours or otherwise modify the work schedule and responsibilities to reflect ongoing operational requirements. **The employee's annual base salary will remain unchanged following such transition, unless otherwise agreed to in writing by the Owner and the employee.**

Please email all resumes to gary@aandt.ca and nicola@aandt.ca. We thank all those who apply; however, only candidates selected for an interview will be contacted.