

Leasing Agent

Position Overview

As a full-time Leasing Agent with the Hanson Group of Companies, you will be a vital part of our team, ensuring the successful leasing and occupancy of our long-term rental apartments. We are looking for someone who is not only skilled in lease management, but also embodies our company's commitment to excellence.

Key Responsibilities

Lease Management

- Conduct property tours, showcasing rental properties to potential tenants.
- Educate prospects about property features, amenities, and lease terms.
- Meticulously evaluate prospective tenants to select the best candidates.
- Coordinate with Leasing Support Administrator to ensure unit availability records are accurate and up to date.

Tenant Relations

- Provide outstanding customer experiences to tenants and prospects.
- Respond to all communications promptly and professionally.
- Handle tenant concerns and complaints, escalating matters to the Leasing Manager or appropriate department when required.

Move-in and Move-out Coordination

- Schedule and conduct move-out inspections with tenants. Communicate pertinent repair information to our maintenance team.

- Welcome new tenants on their scheduled move-in dates, provide keys, and thoroughly review building policies.

Additional Responsibilities

- Perform other related duties as assigned to support departmental and company objectives.

Qualifications:

- **Effective Communication and Organizational Abilities.** Demonstrate proficiency in both clear communication and efficient organization.
- **Strong Interpersonal Skills.** Collaborate effectively with others and build positive relationships.
- **Discerning Judgment.** Assess information and exercise sound judgment when evaluating prospects.
- **Effective Time Management and Attention to Detail.** Manage tasks efficiently while maintaining a keen eye for accuracy.

Compensation & Benefits

Pay & Overtime

- Competitive hourly wage based on experience.
- Overtime paid for hours beyond a standard 40-hour workweek.
- Health benefits available.

Character and Ethics

We expect team members to demonstrate good character, integrity, and professionalism in all interactions -- with tenants, co-workers, contractors, and the public. This includes being dependable, respectful, safety-minded, and accountable for the quality of work and the care of company property.



Growth & Development

We are committed to your professional growth and provide training and advancement opportunities within the company as we expand. High-performing team members can progress to specialized or supervisory roles.

About Us

Hanson Group of Companies builds, leases, and maintains high-quality multi-residential apartment buildings in the Fredericton region. We take pride in our craftsmanship, our people, and our mission: *to serve others and strengthen our community through integrity, compassion, and excellence in all we do.*

If you are passionate about working with good people, thrive in a team environment, and are thoughtful and dedicated to the long-term success of your employer, we want to hear from you! Apply now to join our growing team.