



## **Leasing Specialist**

Location: London, ON

### **Position Overview:**

We are seeking a Leasing Specialist to manage leasing activities for our residential properties in London. You will be working under the direction of the Property Manager and Regional Manager. This will be an on-site position.

### **Responsibilities:**

- Welcome prospective residents and conduct engaging property tours;
- Showcase suite features, amenities, and local neighborhood highlights;
- Respond to inquiries, coordinate showings, and follow up with leads in a timely manner;
- Support the leasing process, including applications, screenings, and lease execution;
- Ensure model units and tour paths are clean, staged, and presentable

### **Qualifications:**

- Minimum 2 years of experience in leasing, real estate, or customer service
- Previous experience or knowledge in property management is considered an asset
- Strong interpersonal, communication, and customer service skills
- Valid driver's license and own vehicle required

### **What we offer you:**

- Salary
- Rental Commission

### **How to apply:**

Please forward your resume and reference the position you are applying to [bmacgillivray@briarlane.ca](mailto:bmacgillivray@briarlane.ca). We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.