



## **Leasing Specialist (Summer Full-Time Position | June to September)**

Work Location: Toronto, ON

*(Work location may change depending on operational needs.)*

### **Position Overview:**

We are looking for a friendly and motivated Leasing Specialist to support our residential properties in Toronto. You will work closely with the Property Manager and Regional Manager to assist with leasing, property tours, and resident inquiries.

This is an on-site summer position, with the possibility of becoming a long-term part-time role for the right candidate. Students are welcome to apply.

### **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;
- Maintain accurate records and data entry using property management systems;
- Support general administrative and office tasks

### **Qualifications:**

- Strong interpersonal, communication, and customer service skills;
- Professional and friendly attitude;
- Organized with good attention to detail;
- Experience in customer service, administration, leasing, or property management is an asset;
- Knowledge of Yardi or property management software is an asset, but not required;
- Must own a vehicle and have a valid Driver's License

**What we offer you:**

- CA\$20 - CA\$25 per hour
- Rental commission
- Target incentive

**How to apply:**

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