

JEMM Properties Leasing Specialist – Calgary (Full or Part Time)

This fast-paced, results-oriented role will focus on residential leasing in JEMM's beautiful urban rental properties. You will work within our professional leasing team to screen, tour and welcome new residents into our communities.

Skills & Responsibilities:

- Knowledge and/or interest in residential sales or leasing
- Ensure successful leasing activities including lead management, pre-qualifying prospects through phone calls, completing tours with a high level of product and sales knowledge
- Supporting applicants with timely follow up throughout their on-line application process
- Following up with property management staff and new residents after move-in to ensure full customer satisfaction
- Use software, including Yardi and MS Office, to complete daily tasks
- Remaining informed about competitor and industry offerings

Workplace Considerations:

- This position requires in-person work at our Bridge at Bridgeland location
- Typical hours are 10am to 6pm, including at least one weekend day per week
- This position can be adapted to part time or contract

Interested in joining our team?

Please send your resume and cover letter to hello@jemm.ca Attn: Head of Leasing at JEMM Properties.