

Leasing Coordinator (Temporary)

Marcon Properties

Vancouver, BC, CA

Salary Range:\$24.00 To \$28.00 Hourly + Commission

Join Marcon's Sales & Leasing team and help create a smooth, professional experience for prospective residents across our Lower Mainland leasing galleries.

Reporting to the Director, Sales & Leasing Enablement, the Leasing Coordinator provides the administrative and coordination support that keeps leasing documentation, applications, deposits, prospect information, and gallery operations accurate and organized.

Working closely with Leasing Advisors, Leasing Managers, and internal partners, you will help coordinate prospect inquiries, application and contract documentation, CRM information, unit availability, leasing records, and routine reporting. Your attention to detail and follow-through will help ensure information is reliable, galleries are prepared, and prospective residents receive timely and helpful communication.

The Opportunity

This is an excellent opportunity to gain hands-on experience in residential leasing within one of Metro Vancouver's leading real estate developers. You'll support the prospective resident journey from initial inquiry through application and lease documentation while building experience in customer communication, contract administration, and CRM workflows.

Working across various leasing galleries throughout the Lower Mainland, you'll collaborate with experienced leasing professionals, develop your understanding of Marcon's leasing standards and the Residential Tenancy Act, and contribute to delivering an exceptional customer experience.

What You Bring

- 0–3 years of experience in leasing, property management, administration, customer service, or a related support role
- Clear, professional communication and a customer-focused approach
- Strong organization, attention to detail, and follow-through

- Proficiency with Microsoft Office
- Experience with Yardi, CRM Flex, DocuSign, or similar systems is considered an asset
- Willingness to learn leasing processes, CRM workflows, and Residential Tenancy Act requirements
- Availability to work on the weekends
- A valid driver's license and access to a vehicle are preferred

About Us

Many people will spend their lives in a Marcon home. That's a responsibility we don't take lightly. For over 40 years, Marcon has been building homes and communities across Metro Vancouver with a commitment to exceptional quality, thoughtful design, and lasting value. We believe every interaction—with our customers, partners, and each other—is an opportunity to deliver an exceptional experience and build for life.

What We Offer

Marcon is committed to building an inclusive workplace where people are empowered to grow, contribute, and do their best work. We offer a competitive total rewards package, professional development opportunities, and the chance to work alongside talented people who are passionate about delivering exceptional quality. We value collaboration, accountability, continuous improvement, and creating an environment where everyone can thrive.

This position is a **full-time, 2-month temporary role**

Compensation: \$24.00–\$28.00 per hour, based on experience, plus commission opportunities.