

## WE'RE LOOKING FOR AN EXTRAORDINARY LEASING COORDINATOR (CONTRACT)

### ARE YOU...

Passionate about real estate and energized by a fast-paced, people-focused environment? Do you love creating welcoming spaces and helping future residents feel excited about their potential new home? If you're a natural host with an eye for detail, a talent for organization, and are committed to delivering exceptional guest experiences, you might be the perfect fit for our Leasing Coordinator (12 Month Contract) role!

### YOU BRING...

A warm presence, strong organizational skills, and a genuine desire to help people feel informed and cared for from the moment they arrive. You take pride in keeping spaces polished, professional, and brand aligned. You're equally at home delivering front-of-house hospitality and coordinating behind-the-scenes administration, and you enjoy the energy and variety each day brings during the lease-up of a brand-new rental building.

### WE'D LIKE YOU TO HAVE...

- 1-2 years of experience in customer service, hospitality, real estate support, or retail operations (experience in a Leasing Office an asset)
- A passion for real estate and helping people find their ideal home
- Experience using CRM systems
- Proficiency with Microsoft 365 and comfortable with simple AV/technology setup
- A professional, customer-focused attitude with excellent verbal and written communication skills
- A proactive, organized, and detail-oriented approach to work
- Availability to work evenings and weekends
- A team-oriented mindset and client-focused attitude
- A good sense of humour!

We know this is a long list. If you don't quite check all the boxes, but you do have a can-do attitude and enthusiasm by the bucket load, we would encourage you to apply.

### OUR VALUES



Respectful Integrity



Creative Improvement



Caring For Others



Collaboration



Results Through Effort

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# INTRACORP

Building the Extraordinary

## A DAY IN THE LIFE

You'll start each day energized and ready to open our Kerrisdale Leasing Office, knowing that first impressions matter. With a sharp eye for detail, you'll ensure every space is pristine, welcoming, and fully prepared to greet prospective residents - setting the stage for an exceptional first tour of the day.

You'll review the day's appointments, prepare tour materials, and coordinate closely with your Leasing teammates, making sure everyone has what they need to deliver a seamless, standout experience. From behind-the-scenes preparation to front-of-house hospitality, you help keep everything running smoothly and efficiently.

As an integral member of the Leasing Team, you're more than the first point of contact - you're a key part of the resident journey. By working collaboratively with the team, you help create a thoughtful, polished experience from the moment someone walks through the door to the day they move in.

You will:

- Greet and register every visitor with warmth and professionalism
- Share high-level details about building features, amenities, pricing ranges, and neighbourhood highlights to help prospects envision life in the community
- Maintain a pristine Leasing Office environment (you love a checklist!)
- Manage the daily appointment calendar and ensure tours run seamlessly
- Support a variety of fun events, including Open Houses – engaging with both residents and prospective tenants
- Ensure that the most up-to-date marketing materials are being utilised
- Be prepared to help guide prospects through online applications, and confirm that the required documentation is complete
- Maintain accurate CRM records in line with privacy and data-protection protocols, and ensure timely communication with everyone on the Leasing and Project Team
- Track traffic, conversions, appointment show rates, and application volume to support weekly reporting
- Maintain organized documentation, consent forms, inventory levels, and daily operational checklists
- Be available to support occasional evening or weekend events, as required
- Be ready to support multiple projects as needed and can pivot quickly between priorities, absorbing new information with ease.

## OUR CULTURE

Our diversity enables our creativity. It is our differences that help us to make better choices, innovate and deliver extraordinary results. Our culture is built upon inclusivity: we respect every team member's strengths, views and experiences. We're invested in your growth and offer much more than the typical job. With us, you'll not only build extraordinary homes, but an extraordinary career. It doesn't matter your position – once you're part of the Intracorp team we are dedicated to supporting you to succeed.

Intracorp Homes supports equal employment opportunity. We celebrate diversity and do not discriminate based on race, gender identity or expression, sexual orientation, age, disability status, or any other protected characteristics. We take pride in fostering an inclusive workplace where our team excel based on their merit and ability.

## OUR COMPANY

Intracorp Homes has been building the extraordinary for 50 years. We are a sophisticated, full-service urban real estate company with collaborative teams and in-house expertise in acquisitions, design, city approvals, debt and equity financing, construction, marketing, and sales. We strive to enhance the lives of our homeowners and add to the fabric of the existing communities in which we build.

## COMPENSATION

\$48,000.00 per year, plus a per lease bonus.