



Pre-Sales Condo Realtor (12-Month Contract)

ABOUT US

The Mann Group is a real-estate development, construction, and property management company with over two decades of experience conceptualizing and building projects ranging from light-industrial, multi-family, and commercial projects. Mann Group is proud to be certified as a 'Great Place To Work' across Canada and strives to be a diverse, equitable, and inclusive workplace. To learn more about the Mann Group visit us at: www.manngroup.com.

ABOUT THE ROLE

We are seeking a professional and organized Pre-Sales Condo Realtor to oversee leasing operations at a multi-family residential property in Chilliwack, BC. This full-time, 12-month contract role is responsible for driving occupancy, assisting with marketing & promotion, screening applicants, preparing leases, and delivering high-quality rental experience.

RESPONSIBILITIES

Leasing & Marketing

- Act as the primary contact for all leasing inquiries and showings.
- Schedule and conduct suite showings, including evenings and weekends as needed.
- Present available units professionally, highlighting building features and amenities.
- Maintain accurate listings across rental websites, social media, and RentCafe.
- Follow up with leads and maintain a healthy pipeline to achieve occupancy goals.
- Coordinate suite turnovers and ensure units are ready for move-in.

Leasing Administration

- Process rental applications, including income verification, references, and credit/background checks.
- Draft leases using Yardi and RentCafe platforms.
- Ensure all lease documents and notices comply with BC Residential Tenancy Act requirements.
- Maintain accurate digital records and documentation for all leasing activity.

Tenant Relations

- Provide a professional and friendly experience for prospective and new tenants.
- Conduct move-in orientations and review building policies.
- Assist with leasing-related inquiries and concerns.
- Support resident retention through strong customer service and clear communication.

Reporting & Market Monitoring

- Submit regular leasing activity and occupancy reports using Microsoft Excel and Yardi.
- Monitor local rental market trends to ensure competitive pricing.
- Recommend leasing strategies, incentives, or marketing updates as needed.
- Participate in social media and marketing meetings, as required.

TECHNOLOGY & SOFTWARE USE

- Proficient in Microsoft 365 (Excel, Outlook, Word, Teams).
- Experienced with Yardi and RentCafe for leasing workflows, applications, and tenant portal management.



- Comfortable using cloud-based storage (OneDrive/SharePoint) and e-signature platforms like DocuSign.
- Familiar with mobile apps for lead tracking, inspections, and resident communication.

KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum 1 years of leasing or rental management experience in BC.
- Strong knowledge of BC's Residential Tenancy Act and lease compliance requirements.
- Proficient with Yardi, RentCafe, and Microsoft 365 suite.
- Excellent communication, customer service, and sales skills.
- Detail-oriented, self-motivated, and organized.
- Criminal background check required.
- Valid driver's license.
- Willing and available to work weekends and evenings for showings.