

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

Daniels Gateway Rental Communities is looking for a strong Leasing Agent to join our team of highly motivated and dedicated professionals.

As a Leasing Agent for Gateway, you are responsible for the professional administration, management and leasing of Gateway townhomes and condos across the GTA. Various responsibilities included but not limited to:

- Generating interest in the community by touring the property with prospects and showcasing the amazing amenities
- Following up with prospects to help build a relationship and close the deal
- Assist prospective clients in filling out application and collecting all supporting documents
- Perform administrative duties, such as processing applications, verifications and declines
- Prepare monthly traffic reports
- Assist with the completion of daily leasing reporting, highlighting any successes or areas of opportunities
- Maintain an accurate and in-depth knowledge of all aspects of the communities, such as pricing, model information, vacancies, etc.
- Assist in the overall marketing efforts and offer input and suggestions for promotions, advertisements, etc.
- Ensuring all aspects of the move-in process are completed in advance of lease signing

The skills the successful candidate should possess:

- Previous leasing experience in Residential Real Estate is an asset
- Excellent time management, problem solving and interpersonal skills
- A pleasant and engaging personality is required, as there is a great deal of interaction with brokers, tenants and co-owners.
- Strong sales abilities, superior phone etiquette and excellent customer service skills
- Reliable, motivated, professional and HIGHLY organized
- Able to achieve high-quality results under tight deadlines
- A high attention to detail with strong abilities to multitask in an ever-changing environment
- The successful candidate will work primarily out of our Mississauga office, but will be required to travel within the GTA regularly; the candidate must have reliable transportation and possess a valid driver's license.

This position requires a flexible schedule, as a Gateway leasing agent can be required to work evenings, weekends and holidays.

- Hours of operation Monday – Wednesday 11:00 a.m. – 7:00 p.m. Thursday 10:00 a.m. – 6:00 p.m., Saturday 10:00 a.m. – 6:00 p.m. Sunday 11:00 a.m. – 6:00 p.m.

The Daniels Corporation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

If you are interested in this position, please send your resume to Stephen Clifford, Manager of Gateway Operations stephen@danielsgateway.com by **July 20, 2018**.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.