



<http://www.residencesallegro.com/en/careers/>

LEASING MANAGER (One year contract position)

Allegro is offering you the opportunity to help create a stimulating living environment for retirees. Reporting to the General Manager, the Leasing Manager is responsible for leasing residence apartments and selling personalized services to a clientele of independent and semi-independent retirees. Must achieve specific sales objectives. Responsible for broadening the customer base through prospecting efforts and activities to identify new channels and by participating in activities to promote the residence.

More specifically:

1. Rents apartments and sells personalized services according to procedures and an established rate table, draft proposals, completes leases and ensures these and other documents that reflect the commitments of the parties are signed, and submits any exceptions to management for authorization.
2. Meets and welcome potential (or existing) clients to identify their needs and to be able to fulfill them through the promotion of the services offered, the living environment, the quality of housing and the surroundings. Conducts visits of the premises and follows up as required to close the leasing and sale of new services.
3. Welcomes new residents, take them on tours of the premises and explains the services and activities offered, introduces them to the residence's management team. Pays close attention during the adaptation period to ensure their integration and that everything meets their expectations.
4. Explores and analyzes the market in the region, relevant publications, ads and the competition to identify regional needs and stays abreast of anything that could affect the occupancy rate of the residence. Keeps management informed and makes recommendations to better position the residence compared to the competition.
5. Represents the residence and participates in special events and activities likely to increase the visibility of the residence within the regional community and to establish a list of potential clients. Solicits prospects, promotes the residence and its services, and follows up as necessary to generate business and establish a waiting list.
6. Keeps an up-to-date list of residents, available apartments, dates of arrival and departure of residents, buildings and leases to monitor availability and ensures the necessary follow-up.
7. Working with the General Manager, informs the management team and people in appropriate departments of the arrival or departure of residents and coordinates work with concierge services for the arrival of new residents.
8. Working with the General Manager, conducts exit interviews to identify the reasons for departure and makes recommendations as appropriate to improve housing conditions in general and maximizes the occupancy rate.
9. Receives requests and complaints from residents, refers them to the appropriate people for processing and follow up with management.
10. Has a thorough understanding of the Allegro sales process (QPQ program).
11. Fills out appropriate forms and documents, drafts correspondence and standard reports based on information available, to ensure necessary follow-up.

Qualifications

The ideal candidate for this position will meet the following criteria:

- College diploma in business administration or the equivalent
- At least 3 years of experience in the sale of services and business development
- Knowledge of Microsoft Office tools

Skills required

- Strong networking, communication and interpersonal skills.
- Talent for negotiation
- Ability to listen to clients' needs
- Innovation
- Organizational skills
- Keen Listening and communication skills
- Ability to work cooperatively within a team
- Commitment to excellence and quality
- Good sense of judgment and ability to implement solutions

Working conditions

The position of Leasing Manager requires flexibility with work schedules.