



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

LEASING MANAGER

Allegro is offering you the opportunity to help create a stimulating living environment for retirees.

Reporting to the General 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

- Draft proposals, completes leases and ensures these are signed as well as the documents required;
- Meets and welcome potential (or existing) clients, conducts visits of the premises and follows up as required to close the leasing and sale of new services;
- Welcomes new residents and ensure that everything meets their expectations;
- Explores and analyzes the market in order to identify regional needs and optimize the occupancy rate of the residence and makes recommendations;
- Participates in special events and activities likely to increase the visibility of the residence within the regional community, promotes the residence and its services, and follows up as necessary to generate business and establish a waiting list;
- Keeps an up-to-date list of residents, available apartments, dates of arrival and departure of residents, furniture inventory and leases to monitor availability and ensures the necessary follow-up;
- Working with the General Manager, conducts exit interviews to identify the reasons for departure and makes recommendations for improvement in the future;
- Informs the management team and people in concerned departments of the arrival or departure of residents and coordinates work with maintenance department the work required for the arrival of new residents.

Qualifications

The ideal candidate for this position will have the following standards:

- College diploma (DEC);
- Minimum of 3 years, 2 in the sale of services and business development;
- Knowledge of Microsoft Office tools.

Skills required

- Strong networking, communication and interpersonal skills;
- Professional;
- Talent for negotiation;
- Ability to listen to clients' needs;
- Availability;
- Organizational skills;
- Absolute discretion (handles confidential information);
- Bilingualism (according to region).