

## Lease Advisor

### Who We Are

Located in Vancouver, Cressey Development Group is a leading real estate firm established over 55 years ago. Cressey has evolved into a large size development and property management company that does more than construct buildings. We create communities – the kind of desirable places that people are proud to own, proud to live in, and proud to call home.

### Job Overview

The Leasing Coordinator is responsible for managing all aspects of lease administration, tenant relations, property marketing, and operational support. This role ensures a seamless leasing experience for prospective and current tenants while maintaining compliance with company policies and legal requirements. The ideal candidate will have strong organizational skills, excellent customer service abilities, and a keen attention to detail to support leasing operations effectively.

### Key Responsibilities

#### Leasing Administration

- Promptly and professionally respond to leasing inquiries via phone, email, and in person.
- Prepare, review, and manage lease agreements, amendments, and renewals.
- Coordinate lease documentation and ensure compliance with company policies and legal requirements.
- Maintain accurate records of leases, tenant details, and property information.
- Address and monitor any lease extension requests, ensuring all documentation is completed with accuracy and legal compliance.

#### Tenant Relations and Retention:

- Assist prospective tenants with the application process, ensuring all necessary documentation is submitted.
- Conduct regular communication with tenants to ensure satisfaction and retention.
- Identify potential issues impacting tenant retention and collaborate with property management to address concerns proactively.
- Monitor tenant turnover trends and develop strategies to improve lease renewal rates

#### Property Marketing:

- Assist in creating marketing materials for available properties.
- Coordinate property tours and communicate features, amenities, and terms to prospective tenants.
- Collaborate with the marketing team to optimize listing visibility.

#### Operational Support:

- Schedule and coordinate lease signings.
- Schedule and conduct property tours for prospective tenants.
- Monitor lease expirations and coordinate renewal negotiations with tenants.

#### Reporting & Compliance:



- Generate regular reports on leasing activity, occupancy rates, and tenant feedback, distributing to management when required.
- Ensure compliance with local, state, and federal regulations related to leasing and property management.

#### **Skills and Qualifications**

- Bachelor's degree in business, real estate, or a related field (preferred).
- 2+ years of experience in leasing, property management, or real estate administration.
- Proficiency in property management software (e.g., Yardi, AppFolio) and MS Office Suite.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Knowledge of leasing laws and regulations is a plus.

Interested in joining our team? Please send us an email at [careers@cressey.com](mailto:careers@cressey.com), including your resume, a brief introduction of yourself, and what area you are willing and available to work. We review candidates promptly and will be in touch if your experience aligns with the role.

We look forward to connecting with you!