

Property Tour Representative

Employer:	Elliot Lake Retirement Living	Closing Date:	April 06, 2023
Posted:	18 months ago	Location:	Elliot Lake
ES Job ID:	3934	Duration:	Part Time , Temporary
Sector(s):	Customer Service		

Job Description:

ELRL is a premier provider of rental housing in the City of Elliot Lake. ELRL owns and operates 1,375 residential rental units including houses, townhouses and apartments spread throughout the community. As an integral part of the Marketing and Sales team, this position is responsible for the introduction of Elliot Lake and Elliot Lake Retirement Living to potential residents.

The Property tour representative is responsible for viewing and leasing rental properties to potential residents. They are responsible for maintaining accurate information, updating all related material, conducting pre-tour and follow-up conversations with clients, and working closely with other departments to ensure a smooth transition for new residents.

The position is a contract position, for a 5 - 6 month period of time commencing in May, with variable weekly hours of 20-30 hours/week.

Required Skills:

The successful candidate should possess excellent communication and interpersonal skills, have a positive outlook, a valid driver's license and clean driving record, and extensive knowledge of the City and the surrounding area.

How to Apply:

Please submit a resume in confidence by 4 p.m. on April 6, 2023, to the attention of:

Manager of Sales and Lease Administration
Elliot Lake Retirement Living
289 Highway 108
Elliot Lake, ON
P5A 2S9
Fax: (705) 848 - 7514

ELRL is committed to ensuring equal access and participation for people with disabilities. Assistance and accommodation may be available during the application and hiring processes. Please contact us at 705-848-4911 to request an accommodation.