



Leasing Assistant

Taurus Property Group – Calgary

Position Overview:

We are currently seeking an outgoing and motivated individual to join our retail leasing team. As Taurus Property Group's Leasing Assistant you'll be responsible for identifying and cultivating relationships with the objective of originating deals for the company's portfolio.

We're looking for someone who is energetic, enthusiastic and who loves the idea of spending a large portion of their day interacting with prospects by phone or email. You must be a high energy, outgoing individual who likes to work as part of a team and is highly motivated by producing tangible results.

You'll be working in a collaborative team oriented sales environment and will need the drive and energy to generate deals while being methodical and detail oriented in your ability to track activity and maintain information sources.

Responsibilities:

Reporting to the Director, Leasing Origination the Leasing Assistant will:

- Respond to a high volume of inquiry calls from retailers regarding Taurus's portfolio;
- Be responsible for screening and assessing inquiry calls to discover eligible prospects;
- Complete research to identify the correct contact for targeted retailers;
- Make cold calls to introduce targeted retailers to specific opportunities in Taurus's portfolio;
- Coordinate and attend tours with prospective tenants;
- Administer a comprehensive tracking system for prospect status of targeted retailers;
- Meticulously maintain a retailer contact database;
- Collect market information;
- Attend weekly sales meetings and consistently track and complete deliverables arising from those meetings;
- Update prospect reports for clients;
- Assist the Director, Leasing Origination with various marketing and administrative activities; and
- Special projects as required.

This role offers a blended compensation package composed of a base salary and an annual bonus based on company revenues. This role involves some travel of approximately 1-4 days per month.

There is an opportunity for growth and advancement both within the role and with the company.

Qualifications:

The selection of the successful candidate will be based more on personal attributes and skills than on experience. Taurus has an established team, refined systems and will offer a comprehensive training program. This is an ideal opportunity for an ambitious person wishing to enter commercial real estate.

The personal attributes and skills essential to success in this role are:

- Outgoing, personable and friendly;
- Confident and tenacious;
- Customer service driven;
- Proven high performer, results oriented, go getter;
- Enjoys working in a highly accountable team environment;
- High level of professionalism and excellent interpersonal skills;
- Resourceful;
- Outstanding communicator both verbal and written;
- Methodical and detail oriented in maintaining tracking and information;
- Strong organizational and time management skills;
- Ability to assess potential candidates and identify opportunities;
- Proficiency with Microsoft Office applications

Specific experience is not required for this role but a sales or customer service background would be an asset. It is essential the person in this role is coachable and ready and able to learn. A RECA real estate license is not a requirement initially but as the person progresses in the role it will become a requirement.

How to apply:

Please send your cover letter and resume to careers@taurusgroup.com. Job posting will close once the position is filled. We thank all applicants in advance; however, only those selected for an interview will be contacted.