Property Leasing Coordinator

Job ID
50050

T2R Properties Inc.

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LOCATION	DATE POSTED	EXPIRY DATE
3985 HIGHWAY 7 EAST, Markham, ON | Ontario	06-05-2026	01-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $41.21 per hour	1 year to less than 2 years	College/CEGEP

Job Details

Job Duties:

• Maintain and update records of leased and vacant units within the property portfolio, ensuring accuracy of all leasing data

• Prepare regular reports on occupancy rates, lease status, and property operations

• Assist in negotiating, preparing, and administering residential or commercial lease agreements, ensuring compliance with established terms

• Coordinate the collection, review, and organization of lease documents and supporting materials

• Respond to tenant and client inquiries, and coordinate timely resolution of service requests and lease-related issues

• Coordinate and monitor maintenance, repair, and renovation work with contractors to ensure completion within established timelines and budgets

• Assist in preparing and administering service contracts for property-related services, including cleaning, maintenance, and security

• Maintain records of operating expenses and rental income, and assist in the preparation of financial and management reports

• Work closely with the leasing and internal teams to support lease processing and ensure proper documentation and record keeping

• Perform other administrative and operational duties related to property management activities as required

Job requirements:

• Completion of a college diploma or bachelor’s degree in business administration, real estate, property management, or a related field

• A bachelor’s degree is considered an asset for candidates with strong knowledge of property leasing and management practices

• At lease 1-2 years experience in property leasing, property administration, or a related field

Skills?

• Proficiency in Microsoft Office (Word, Excel, Outlook)

• Data entry and database management

• Document organization and record keeping

• Effective communication and interpersonal skills
• Problem-solving and coordination abilities
• Strong attention to detail and organizational skills

Language Requirement:
English

How to Apply:
Please email your resume and cover letter to: hr@t2rentals.com
Only qualified candidates will be contacted for an interview.

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