

---

**Job description****Position: Leasing Coordinator****Contract: Full Time – Permanent****Start Date: Flexible – Sept 2023****Application Deadline: Aug 31st, 2023****Background:**

Axon Property Management is one of Kingston's leading property management firms specializing in providing rental property owners with full-service property management. Axon currently manages a diversified residential and commercial portfolio of over 1,400 units and 2,600 tenants. We are a fast paced and driven team focused on client success. Axon Property Management was a Kingston based start-up in 2016 managing one single house and has grown to managing over 2,600 tenants today. The owners of Axon are recent Queen's University graduates, and many staff members are recent Queen's or St. Lawrence College graduates from the past 10 years.

Our company atmosphere is based upon our young, hustling attitudes and willingness to get any job done. We strive to constantly develop and maintain a strong platform for ourselves and our employees to succeed. Now we're looking for a team member to join our fun, active team.

Axon is hiring for the role of **Leasing Coordinator**. In this role, you will be a crucial member of Axon's leasing team responsible to help ensure available homes and apartments are rented to quality tenants at market rents.

The main responsibilities of this role include, but are not limited to:

- Provide direction and administrative support to a team of leasing agents.
- Working alongside Axon's team of leasing agents to ensure Axon's leasing targets and goals are met.
- Obtain property photos & video walk throughs at new properties to be listed for rent.
- Coordinating and managing Axon's website of available rentals to ensure information is up to date.
- Assist leasing agents in marketing rental listings on various advertising platforms, responding to advertising inquiries and conducting showings (specifically during high volume times of the year).
- Coordinate communication with current tenants regarding future housing plans to help determine future leasing requirements.
- Preparation of lease agreements.

The role is based in Kingston, Ontario at all properties managed by Axon Property Management. We manage a diversified portfolio of larger apartment buildings, student rentals, single family homes and small multi-unit buildings. Our head office is located at 426 Barrie Street, in Downtown Kingston. Office hours are from 8:30am – 4:30pm. Some off hour work will be required to be successful in this role.

Total compensation between \$55,000 - \$60,000 per year. In addition to total compensation, employee is entitled to three weeks paid vacation, Employer paid benefits plan, and a monthly cell phone allowance.

Our ideal candidate is highly organized, detail oriented and a go getter who is able to get tasks done.

Experience in this field is considered an asset but is not necessary.

Valid driver's license and access to a reliable vehicle to use for work purposes is required. Axon will reimburse for any mileage used for work purposes.

Please email your resume to [kingston@axonproperties.ca](mailto:kingston@axonproperties.ca) Only qualified applicants will be contacted.

Thank you for your interest in working with us.

Axon Property Management.