



Rental Administrator

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

We are currently seeking a Rental Administrator to join our growing Property Management team.

Reporting to the Property Manager, the Rental Agent will be responsible for ensuring a high occupancy ratio of this Claridge property. To maintain low vacancy in the building and ensuring that the qualified prospects are treated with respect and dignity at all times. Actively listen to current tenants concerns and to direct issues accordingly to the Property Manager.

Key Responsibilities and Accountabilities:

- Respond to rental inquiries, walk ins, phone inquiry, online ad inquiries
- Schedule and perform showings of units with current tenants and prospects
- Prepare and deliver notices, correspondence, and other assorted paperwork
- Process applications and cheque requirements for application in preparation of credit check
- Prepare and process lease signing with new tenants upon approval from Property Manager
- Coordinate deliverables such as keys, parking spaces, lockers, and laundry cards for move-in/move-out
- Perform inspections of common areas, and units for move-in/move-out purposes
- Receive rent payments and code to appropriate apartment
- Assist tenants with technical support for online systems, including maintenance systems
- Maintain up to date handicap list of tenants in the event of fire and evacuation of the building
- Actively participate in the standards of the building in order to maintain a clean and secure building
- Receive tenant complaints, inquiries, and requests for service in a friendly manner

Knowledge, Skills and Abilities

- Bilingualism French and English
- Excellent customer service focus
- Focus on primary problem solving

Please send applications to: HR@Claridgehomes.com

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.