



Position Title: Operations & Leasing Coordinator

Company: WestCliff Developments Inc.

Location: Saskatoon, in office

Job-Type: Permanent, 40 hours per week

Application Deadline: Friday September 18, 2026

Company Description:

WestCliff Developments is a Saskatoon based real estate development and investment company focused on multifamily, commercial, and retail development in Western Canada. The company's founding is strongly rooted in Saskatchewan's history, with family lineage dating back generations, including long standing construction and development businesses. Our team at WestCliff consists of collaborative and motivated individuals who have a desire to enhance the community in Saskatoon, more specifically by bringing purpose built apartments and townhomes to desirable neighbourhoods.

WestCliff Properties is looking for a dedicated individual to join the team as Operations & Leasing Coordinator. Westcliff is seeking an individual who is organized, detail oriented, adaptable, self-motivated, willing to learn multiple aspects of the business, and a team player!

Job Description:

Primary Duties & Responsibilities:

- Assist the marketing and leasing teams in duties and tasks related to the lease up and marketing of the buildings
- Conduct show tours with prospective tenants
- Manage the booking and show tours through online booking systems
- Assist in the execution of the lease up and marketing strategy
- Assist with planning, creating and promoting digital marketing content across multiple platforms
- Perform tasks within Google Ads, Meta Ad Manager, Canva and other social platforms
- Provide administrative support to the team, including but not limited to development and construction related tasks, taking meeting minutes, organizing files and documents, etc.
- Oversee the property operations and property management teams on site
- Act as the point of contact for prospecting tenants, addressing their questions and concerns throughout the leasing process
- Light operational bookkeeping tasks such as entering bill payments and sending rent collection messages
- Assist with general turnover tasks for the buildings
- Monitor property leasing performance and suggest improvements for future projects
- Prepare and brief materials for meetings and/or events
- Handle a variety of other miscellaneous tasks and duties assigned by the leasing, marketing and development teams

Knowledge & Skill Requirements:

- Minimum 1-2 years of professional workplace experience
- Marketing or sales experience is considered an asset, but not required
- Interest in real estate development and construction is considered an asset, but not required
- Strong communication skills in written, verbal and interpersonal
- Exceptional attention to detail and time management skills
- Understanding or willingness to learn digital marketing platforms
- Understanding of Google Workspace and all functionality within (Gmail, Drive, Docs, Sheets, etc.)
- Self-motivated individual who is driven to work independently
- Ability to learn quickly and take on new tasks upon request
- Ability to take ownership of assigned tasks and handle multiple priorities at once
- Takes initiative and makes suggestions for future performance
- Flexible and adaptable to the constant changing needs of the organization
- Professional demeanor and presentation

If you think this job may be a good fit for you, please submit your resume and cover letter info@westcliffdevelopments.ca. Thank you for your interest in working with WestCliff Developments!

