Job Title: Leasing Specialist

Location: Prishtina, Kosovo

About Spaxel:

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market. With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our team in Prishtina brings years of expertise in real estate development and management, allowing us to respond effectively to tenant needs across time zones.

Position Overview:

We are seeking a talented **Leasing Professional** to join our thriving team! The ideal candidate for this position will enjoy fast-paced work, show creativity, and have a high degree of professionalism when working with our residents. The Leasing Professional is responsible for creating and maintaining successful relationships with current residents and closing rental inquiries efficiently.

Key Responsibilities:

- Present properties and provide amenities in a positive light to prospective residents to help secure rental agreements.
- Advertise available properties using a variety of media and promotional materials to help secure quick rentals of all properties.
- Determine the needs, living standards, and economic viability of customers in order to match those needs to a property.
- Confirm rental application data and personal references to ensure accuracy
- Negotiate leasing terms and conditions and close the deal.
- Ensure proper maintenance and inspect properties periodically to maintain our level of company standards.
- Assist the prospects during virtual tours.

Qualifications:

- **Excellent English communication skills** (both written and verbal) are a must.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Detail-oriented and highly efficient in administrative work.
- Proactive and self-motivated with a problem-solving mindset.
- Ability to work independently and collaborate with remote teams.
- Familiarity with property management software (Yardi, RealPage, AppFolio, or similar) is a plus but not required.
- Basic knowledge of property management operations is beneficial.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and Google Workspace.

What We Offer

- **Position:** Leasing Specialist
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

Instructions for applying:

To apply, please complete the application by filling out the Recruitment Application Form. If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 30.11.2026