

Job Title: Property Manager
Location: Walkden
Salary: £24,000- £26,000 + Company car+ commissions+bonus
Position: Permanent / Full Time
Working Hours: Monday to Friday 9am to 5pm and Saturday as and when needed.
Sector: Property

Due to rapid expansion over the last few years, an exciting opportunity is available for a highly experienced property Manager to join a company that is one of the market leaders with 6 branches in the North West. Based at our Walkden Office the successful candidate will ideally be ARLA/IRPM qualified with lettings and maintenance background and understanding of a property software (Acquaint)

Duties and Responsibilities

- Setting and collecting rent and other fees from tenants
- Carrying out property valuations, responding to enquiries and handling viewings
- Handling property inspections for prospective tenants or buyers
- Managing tenant screenings, serving notices and evictions & issuing relevant legal documentation
- Preparing regular property-status reports for relevant stakeholders
- Marketing houses, rooms via Rightmove, Zoopla and On the Market
- Coordinating/carrying out maintenance schedule with the Maintenance manager
- Maintenance issues raised by tenants and via inspections, check-outs are allocated to contractors and follow up process till the work are completed.
- Arranging tenancy renewals
- Arranging check-outs and organising deposit returns
- Carrying out regular property inspections, instructing routine certificates and license
- Ensuring rental arrears are kept to a minimum
- Checking certifying & uploading invoices
- Liaising with contractors and renovations to ensure snagging inspections are completed before the handover

Skills, qualifications and Experience

- Time management and organisation is key as you will be managing many houses at once ability to prioritise and multitask is essential.
- enthusiastic and ambitious
- 3–5-year in property management ideally social housing, HMOs & student housing
- ARLA/IRPM qualified
- Strong IT skills and Experience in word, excel, internet and general administration essential.
- Experience with property software such as acquaint would be great
- Confidence in taking phone calls and dealing with tenants, contractors and landlords