

Lettings Vacancy

Lettings Administrator

To support the expansion of our lettings business a position is available for a lettings administrator. The job will involve but not limited to referencing prospective tenants, setting up AST's, organising EPC's and Gas Certificates, managing property maintenance schedules, checking rents and invoicing. Other duties will include assisting with contacting prospective Landlords, registering new applicants.

Some lettings experience would be preferred as well as some accounting experience as the administration will include accounting functions.

Candidates will need to be reliable, of smart appearance, have good communication skills, good with using a PC and bespoke software, and good administration and numeracy skills.

The job will be 5 days per week, plus occasional Saturday working, starting as a temporary position leading to full time for a successful candidate.