



## Job Description:

<b>Job title:</b> Property Lettings Manager	
<p><b>Main purpose of job:</b>  The role is to manage a portfolio of 112 rental apartments, based at Devonshire Buildings – Barrow in Furness, some of which are rented on a fully serviced basis. The apartments have been extensively refurbished, some of which are fully furnished.</p> <p>This is a standalone role with 2 direct reports, but is supported by the wider property services team. The post holder will be expected to be confident in working on their own initiative.</p> <p>The post holder will be the main point of contact for out of office call outs/emergencies.</p>	
<b>Department:</b> Devonshire Buildings	<b>Location:</b> Michaelson Rd, Barrow-in-Furness LA14 2RW
<b>Position reports to:</b> Estate Property Manager	<b>Position is responsible for:</b> 1 cleaner - Part Time 1 Building maintenance operative
<b>Length of contract:</b> Permanent	<b>Salary:</b> £22k -£26

### Key Tasks

Maximising occupancy - marketing of property and ensuring presence within the local and wider markets using a variety of tools including social media  
Build good working relationships on a business to business basis with potential local customers/stakeholders

Dealing with tenant enquiries concerns and request for repairs in a timely professional manner  
 Preparing and distributing documentation for vacating and moving into premises  
 Construct, and manage a schedule for regular property inspection  
 Carry out property inspections and manage any remedial work  
 Liaise with Estate Secretary re delinquent rental debt  
 Be responsible for Health and Safety administration, and periodic fire drills, alarm test etc.  
 General and all other associated administration

<b>Person Specification</b>		
<b>Factor</b>	<b>Essential?</b>	<b>Desirable?</b>
<b>Qualifications</b> 5 GCSEs at grade A – D (or equivalent).	X	
<b>Relevant experience</b> Experience of working within a property lettings environment	X	
Experience of Microsoft Office (word excel PP to intermediate level)	X	
Experience of working within a customer facing role	X	
Knowledge of local area and business climate, and demographics		X
Experience of dealing with external contractors and stakeholders		

<b>Aptitude, skills and abilities</b>		
Ability to multi task & prioritise	X	
Excellent organisation skills	X	
Excellent communication skills both written and verbal	X	
Ability to handle pressure and meet deadlines	X	X
Curious and ability to challenge		
Driven and self-motivated	X	
Resilient and able to deal with conflict	X	
<b>Personal attributes</b>		
Professional	X	
Good Interpersonal skill	X	
Attention to detail	X	
Enthusiasm and personal drive	X	
High level of integrity		
<b>Disposition</b>		
Can do attitude	X	
Driven and with the ability to get along with people from a variety of different backgrounds	X	