

Location: Nottingham

Salary: £18k-£20k+ Basic & Branch Profit Share

Job Type: Permanent

Overview of the opportunity

A fantastic opportunity to join our Property Management Team in a growing independent agency with a focus on quality of service for landlords, tenants and contractors. The team at Comfort Lettings are committed to genuinely adding value to clients in all aspects of property letting and management.

The role of a Portfolio Manager (PM – A blend of a traditional Lettings Manager and Property Manager) is to effectively and efficiently manage a dedicated property portfolio. They are the primary contact for our Landlords and Tenants. The PM must build a quick rapport and establish a good level of trust with our clients. The PM is responsible for overseeing all aspects of property management traditionally overseen by a lettings team and property management team in most other letting agency structures. The PM is best suited to individuals who want to fully deliver end to end services to our landlords and tenants with full accountability for the whole lettings and management life-cycle of a dedicated property portfolio.

Key responsibilities:

- Tenancy preparation and negotiation;
- Signing of tenancy agreements and prescribed documentation;
- Secure deposits within Statutory time limits;
- Deal with the transfer of utilities and accounts on move-in/out and during interim periods;
- Liaise with contractors in arranging Inventory/Schedule of Condition and move-in/out appointments;
- Deal with property maintenance both routine and unscheduled;
- Ensure that all certification is kept up to date and manage diaries;
- Liaise with Landlords and Tenants regarding rent payments;
- Oversee the serving of tenancy notices in accordance with best practice;
- Deal with tenant move-outs and deposit repayments/negotiations as necessary; and
- Continuously update Landlords with regular updates in accordance with Operational Procedure.

Key skills / values:

- Commit to hold the Vision and Values of Comfort Lettings and be happy to actively promote Comfort Lettings with utmost honesty and integrity;
- You should be able to demonstrate good knowledge of legal compliance, AST rentals, Property Management legislation and preferably be ARLA qualified;
- Happy to work within a busy environment and capable of adapting to change;
- Excellent communication, negotiation and attention to detail skills;
- Be part of a culture of continuous feedback and embrace a regular review system to develop personal and professional goals;
- Be a confident communicator, both verbally and in written communications;
- Have accurate administration, data entry, numerical and IT skills; and
- Hold a Full UK drivers licence.

Benefits:

- Competitive salary and progressive profit share;
- 4% to 6% matched Pension Scheme upon completion of 6-month probation;
- Company Car Scheme based on successful progression;
- Branch Profit Share upon completion of 6-month probation;
- Personal Development Plan to develop you and your career;
- Work in the community – Paid during office hours.

Person specification:

The successful applicant will preferably have three to four years' experience in a contracting or property management role and have a good level of general education. Someone dedicated, organised and always striving to do the best that they can whatever the situation, in an open and honest manner.