

**NOW  
RECRUITING**



**COMFORT  
LETTINGS**

## ...WE ARE EXPANDING

AND LOOKING FOR A DYNAMIC INDIVIDUAL  
TO JOIN US AT THIS EXCITING TIME



WE ARE LOOKING FOR A

### **LETTINGS / OFFICE ADMINISTRATOR**

Nottingham, NG1

This is a fantastic opportunity for the right candidate to join our successful lettings team. We are looking for a dedicated, thorough, well organised individual with excellent communication and customer service skills. We offer a competitive salary structure and company benefits, as well as development and growth prospects.

**You will be expected to;**

- Progress tenancy applications;
- Book in viewing requests and greet guests at the office;
- Draft marketing details for house adverts;
- Manage diary appointments effectively and deal proactively with incoming phone and e-mail enquiries;
- Prepare and manage lettings documentation and certification;
- Carry out general office duties in support of Property Managers, Lettings Team and Partners.

Candidates must have excellent communication and customer service skills along with being organised and show good attention to detail. They will have a flexible approach and positive attitude reflecting our core values of honesty and integrity. The successful applicant will preferably have experience in an office administration role.

If you feel like this might be you, please get in touch.

**SALARY**

£15K - £16k

**OTE**

£17K - £19K

**HOURS PER WEEK**

37.5

**CLOSING DATE**

12 October 18



**arla**  
propertymark

**Think you have what we're looking for?**

Send us a copy of your CV and a cover note to:  
**cv@comfortlettings.co.uk**