



COMFORT
LETTINGS

PORTFOLIO MANAGER

SALARY £21,700 - £25,000 A YEAR

HOURS PER WEEK 37.5

This is a fantastic opportunity for the right candidate to join our successful lettings team in our independent lettings-only branch. We are looking for a confident and well-organised property professional to help deliver our lettings and management service.

You will be expected to:

- Oversee an existing property portfolio and deliver high-quality lettings and management services to our clients;
- Undertake the full lettings process from advertising to referencing, contracting, deposits and move-in;
- Arrange inspections, re-lets, renewals, section 13s, move-outs and deposits returns;
- Maintain and deliver excellent communication keeping all parties fully informed throughout the lettings and management process;
- Ensure compliance of the whole portfolio by organising and instructing relevant certification;
- Undertake all work to meet our core values of integrity and quality service.

You will have:

- Excellent communication and customer service skills along with being organised and show good attention to detail;
- A desire to deliver work to the best of your ability;
- A flexible approach and a positive attitude;
- A minimum of 2 years' experience in a lettings or property management role;
- Have or be working towards Level 3 Award in Residential Letting & Property Management – England & Wales;
- Drivers license.
- Education: A levels or equivalent

We will offer you:

- £21,700 - £25,000 depending on experience and qualifications;
- Bonus/ profit share scheme;
- 4% matched Pension Scheme upon completion of 6-month probation;
- Personal Development Plan to develop you and your career;
- 20 days holiday + bank holidays increasing up to 25;
- Take part in our CSR activities

TO APPLY PLEASE SEND YOUR CV AND
COVER LETTER EXPLAINING WHY YOU
ARE INTERESTED IN THIS ROLE AND
WHY YOU ARE THE RIGHT CANDIDATE
TO CV@COMFORTLETTINGS.CO.UK
APPLICATIONS CLOSE

7/5/2021