

Lettings & Property Manager

We are looking to recruit for this senior position within our growing business. The successful candidate must have the drive and enthusiasm to build the established lettings portfolio. One of the key attributes you must possess is the desire to provide the exceptional level of customer service that we are renowned for.

You must have the necessary experience and qualifications for this role which are a minimum of two years working in the property industry and the ARLA Level 3 Technical Award in Residential Letting & Property Management. You should have a keen interest in the industry and keep up-to-date with legislative changes. You must also have a full UK driving licence:-

Responsibilities:

- *Conduct rental valuations*
- *Market properties*
- *Handle enquiries*
- *Carry out viewings*
- *Organise references*
- *Create tenancy agreements and associated documents*
- *Complete inventories*
- *Make payments to Landlords and Contractors*
- *Arrange maintenance work*

If you are looking for the opportunity to become an integral part of a successful business this is the perfect opportunity for you.

Working Hours:

Monday – Friday (9am – 6pm) with a day off in lieu and Saturday (9am to 5pm)

Salary:

Basic of £22,000 - £25,000 depending on experience with an OTE of £30,000

Please apply with CV and covering letter to:
Matthew Cohen
Matthew Anthony Estate Agency
Worthing House, 6 South Street, Worthing, West Sussex BN11 3AA



Matthew
Anthony
ESTATE AGENCY