

Assistant Residential Property Manager

Taking full responsibility for management of a substantial residential portfolio which forms part of a larger portfolio.

Role Requirements:

- Build relationships with landlords, contractors, and tenants.
- Ensuring property and tenancy records are updated regularly and maintained on Qube for all Full Managed clients' portfolios.
- Booking/arranging Gas Safety Inspections/EPC's/EICR's and other safety certification where required and ensuring full compliance across the portfolio.
- Booking/carrying out viewings
- Dealing with utility suppliers and arranging COT's
- Arranging contractors to attend and resolve maintenance issues – taking instructions directly from Residential Portfolio Manager where appropriate.
- Ensuring that all invoices for instructed works are correct and processed in a timely fashion.
- Carrying out periodic property inspections and writing up inspection reports for Landlords
- Registering deposits via the DPS/TDS and submitting disputes where necessary when agreements are not reached between parties.
- Preparing new Tenancy Agreement Contracts/Renewal Contracts when necessary and maintaining the renewal spreadsheet to ensure managed Properties do not fall into Periodic Tenancies
- Arranging check in/check outs.
- Liaising with Credit Control colleagues to ensure rent payments are up to date and liaising with lawyers etc to take enforcement action for non-payment where required.
- Any other tasks relating to Residential Property Management

Experience Required:

- 1-2 years experience as a Residential Property Manager
- Strong written and verbal communication skills
- Ability to work as part of a team, and independently.
- ARLA qualification desirable but not essential