

Lettings Assistant Required!

- Ever thought about working in property?
- Looking for a new challenge?

We are looking for an enthusiastic person to join our busy lettings office in our Lytham St Anne's Branch.

Property experience is not essential, but you must have a keen eye for detail, good administration skills and be a confident communicator.

Full training will be given from day 1 by members of our experienced team.

We believe personality is the key to success here at Intus Lettings, and we are looking for someone who will embrace their individuality and bring personality to the role. A 'can do' attitude and lots of energy will determine your success in this role.

Your responsibilities as our Lettings Assistant

- Dealing with enquiries via email and telephone
- Carrying out viewings at various rental properties
- Drafting tenancy agreements and renewals, carrying out inventories
- Helping build up our lettings brand and creating new ways to find tenants for our developments
- Various ad hoc duties

Experience & skills required to become our Lettings Assistant

- Experience of dealing with the public, either in person or over the telephone
- Strong administration skills, with excellent attention to detail
- Proficient in Microsoft Office and good general IT skills
- Strong communication skills and the ability to provide a professional and friendly customer service
- Knowledge of lettings, landlord and tenant laws would be an advantage
- Full clean UK driving licence
- Available to work alternate Saturdays, from 09:00 to 13:00

Benefits of working for us

- Training and real support are provided to help you reach your potential
- Private healthcare, pension scheme and free annual eye tests after 1 year of service
- We pride ourselves on having some of the best staff in the business and are a close team with a low staff turnover
- Immediate start available

Please submit your CV and cover letter to careers@intuslettings.com to apply.