

Property Manager Required for Brand New Sheffield Office!

Sheffield S3, basic salary of £21k - £23k

Are you;

- **An experienced Property Manager?**
- **Highly organised and skilled at managing your own workload?**
- **A people person who thrives on knowing that each day will bring a new challenge?**

Do you want to be part of a fast paced, forward thinking, nationwide lettings agency? We are seeking an experienced Property Manager to join our brand-new branch in Sheffield.

Intus Lettings is a dedicated residential lettings and property management firm that provides a nationwide service to an ever-increasing portfolio of contented landlords.

The role will be to ensure that each newly vacant property is suitable for a new tenancy and to subsequently implement the successful management of those tenancies. This will include conducting periodic inspections, completing inventories, organising contractors to support swift resolution to maintenance issues and ensuring a seamless move-out process.

The successful candidate will also need to be confident at ensuring all of the necessary legal documentation is carried out, including arranging gas safety certificates and EPCs etc. in addition to processing all tenancy renewals and deposit negotiations. Essentially, no day is the same for our passionate and professional team, so flexibility is key.

The main office will be based in Sheffield, but travel to properties and other offices will play a significant part in the role so a full, clean driving licence is essential. The property manager will have access to a company vehicle to conduct these appointments where necessary.

Experience and Skills Required:

- Excellent communication skills are essential, and you must be computer literate.
- Most important to the role is a strong, confident personality with a 'can do' attitude and a naturally organised approach.
- The successful candidate will demonstrate experience in being able to liaise effectively with landlords, contractors and tenants.
- Confidence in using CRMs and property management software would be advantageous and a high attention to detail is an absolute must.
- A full clean driving license is required to perform this role.

Company Benefits:

- Basic salary of £21,000 - £23,000 per annum
- Private Healthcare, pension scheme, and free annual eye tests after 1 year of service.
- Outstanding performance is recognised and rewarded in various forms throughout the year, such as bonuses and social events.

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