

Experienced Lettings Negotiator required!

Manchester £20 - £22k OTE

Are you;

- **Hungry to prove yourself in a competitive industry?**
- **Personable and outgoing?**
- **Looking for a career in a fast-paced, forward-thinking organisation?**

We are currently seeking an experienced Lettings Negotiator to assist with an ever-growing portfolio at our Manchester branch.

Personality is the key to success at Intus Lettings and we are looking for someone who will embrace their individuality and bring personality to the role.

The successful candidate will be a bright and confident character with a passion for people, initiative, a 'can do' attitude, and lots of energy.

Building on our sizable existing portfolio, the role requires you to be proactive in the expansion of the business and assist in its continuous organic growth.

Your responsibilities;

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

Experience & skills required;

- Experience in property lettings
- Experience generating new business/canvassing
- 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
- Pension scheme and free eye test
- Be part of a company who have been accredited Investors in People Silver
- 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

You will work on a full-time permanent basis and will receive a basic salary of £18,000 per annum, with a realistic OTE of £20 - £22k.

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