

## Senior Lettings Negotiator

Do you want to be part of a fast paced, forward thinking, nationwide lettings agency? We are seeking an experienced Senior Lettings Negotiator to assist with an ever-growing portfolio at our new Sheffield branch opening in May/June.

Building on our existing business, we have recently taken over a new build portfolio of 49 apartments and a further 100 apartments will complete later this year. This branch forms part of a larger branch network with the opportunity to grow within the business.

We believe 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.

You will work on a full-time permanent basis and will receive a salary of £22,000 OTE per annum.

We are looking for the right candidate to start as soon as possible. You will be trained in our other branches whilst the new branch becomes operational.

### Your responsibilities:

- To identify & follow up on new leads/business generation
- Managing the branch and staff in the absence of Lettings Manager
- 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 in large developments
- 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 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 Intus Lettings:

- 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](mailto:careers@intuslettings.com) to apply.