

Property Manager Required!

Sheffield- based, basic salary of £20,000

Hours: Mon to Fri: 9.00am – 5.30pm

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 with a twist to join our team 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. We are seeking a candidate to manage our new sister company, which deals with serviced accommodation across multiple areas around the UK.

The role will be to ensure that our luxury apartments are kept up to a high standard by carrying out regular inspections and mini-inventories of each unit. We will expect this candidate to liaise with contractors to ensure works are carried out thoroughly within timescales due to the quick turn over of guests. You will work very closely with the property manager at Intus Lettings as there will be a crossover in works.

There will be adhoc duties that may include

- On call guests relations Rota for out of hours support.
- Purchasing items that have been misplaced/broken
- Dressing apartments ready for listing
- Meeting contractors/interiors at various sites
- Attending and dealing with any guest queries/issues on the day
- Carrying out property management duties for Intus Lettings as and when required

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 will play a significant part in the role so a full, clean driving licence is essential and use of own vehicle.

Experience and Skills Required:

- Excellent communication skills are essential, and you must be computer literate.
- Attention to detail
- 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 clients, contractors and guests
- 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
- Occasional Saturday working may be required in line with the needs of the business

Company Benefits:

- Basic salary of £20,000
- 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 hmckendrick@intuslettings.com to apply.