

JOB DESCRIPTION

Role: Lettings Administrator

Contract: Full Time - Permanent

Hours: Monday to Friday 9am to 17.30pm & Saturdays as rostered (currently 1 in 4 - Hours 9.30am to 12.30pm)

Holidays: 20 Days per Annum plus Statutory Days (Minimum 8) running from January to December

Reporting to: Director

Location: Belfast

Salary: Dependent on Experience

Company Background:

Simon Brien is Northern Ireland's leading estate agency, boasting over 40 years' experience and 45,000 properties transacted. The company operates in private residential and new homes sales, premier homes and country estates, as well as land sales and consultancy. Services also include lettings, property management, mortgages and financial services.

The company's success is built on the traditional values of customer care, extensive experience and personalised service, all underpinned by world-class technology enabling operational and service excellence. In 2024, Simon Brien proudly joined Sherry FitzGerald Group, the largest estate agency in the Republic of Ireland, with more than 100 offices, including over 70 franchise locations. Sherry FitzGerald are the exclusive Irish affiliate to Christie's International Real Estate. This partnership gives Simon Brien customers, selling luxury homes in Northern Ireland, unparalleled access to exclusive international markets via the Christies network.

The ethos of Simon Brien is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients. Simon Brien is looking for an experienced Sales Administrator to join our team.

Key Responsibilities:

As a Lettings Administrator at Simon Brien, you will be entrusted with a variety of responsibilities that include, but are not limited to:

- Register rental property details on to inhouse software system
- Upload images to website and internet
- Completion of tenancy credit checks, and ensuring that they are dealt with in a timely manner
- Ensure full and complete records are kept both in relation to the Tenant and the Landlord
- Liaise with both Tenants and Landlords in relation to viewings and follow ups
- Deal with day-to-day enquiries on various rental properties
- Any other administration duties in connection with the above

Qualifications and Skills:

- Previous experience in a similar role essential
- Excellent communication and inter personal skills
- Attention to detail
- Excellent working knowledge of Microsoft Office software in particular Microsoft Excel
- Ability to work in an extremely busy office environment and with a proactive approach, using their own initiative and without full support
- Flexibility and commitment is required for this role due to the nature of this work

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and collaborative environment.
- Professional development and growth opportunities

How to Apply:

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line "**Lettings Administrator**" outlining how you meet each of the skills and responsibilities.

Please ensure you clearly demonstrate how you meet the above criteria in your CV. Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.