

Job Title:	Lettings Administrator
Job Type:	Full time, Permanent
Location:	Belfast
Salary:	Depending on Experience
Hours:	Mon – Fri 9 am to 5.30 pm
	Sat 9.30 am to 12.30 pm (as rostered)
Description:	We are currently seeking a Lettings Administrator at our Ballyhackmore office. The successful candidate must have a minimum of 2 years' experience in the Lettings sector. The successful candidate must be confident, enthusiastic and dedicated in maintaining the level of service associated with our Company and enjoy working in an extremely busy office
The Role / Job:	Register rental property details on to in-
	 house 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
Requirements:	 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