

SimonBrien

Job Title:	Property Manager
Job Type:	Full Time, Permanent
Location:	Belfast
Salary:	Dependant 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 an additional Property Manager at our Newtownards Road office. The successful candidate must have no less than 2 years relevant experience in property lettings and management. 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 environment.
The Role / Job:	<ul style="list-style-type: none">• Ability to conduct property inspections and viewings• Identify and resolve property management issues through to completion• Be proactive in maintaining landlord and tenant relationships• Rent collection and control• Preparation of client reports• Instructing repair works and ensuring completion of works in a timely manner• Management of leases and tenancy renewals
Requirements:	<ul style="list-style-type: none">• Previous experience in a similar role essential• Excellent communication and interpersonal skills• Working knowledge of Microsoft Office software• Working knowledge of Property Management software packages• Ability to work in an extremely busy office environment• Flexibility and commitment is required for this role due to the nature of this work• Clean, current valid UK Driving Licence is essential• Working knowledge of Edge Software (desirable)