

JOB DESCRIPTION

Role: Property Manager

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:

- 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

Qualifications and Skills:

- Previous experience in a similar role essential (2 years)
- Excellent communication and inter personal 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)

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 “**Property Manager**” 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.