

Prime Property Manager

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Company: Dexters Estate Agent Group

Location: United Kingdom

Category: other-general

We are looking for an experienced Property Manager to join us and act as an ambassador for the company. Supporting our Lettings business as part of the Tenancy and Property Management Teams, providing consistently excellent service to drive the growth and retention of Landlords and our Lettings portfolio.

Salary: Subject to portfolio experience

Hours: Monday-Friday 8.30am-5.30pm

Key Responsibilities:

Work closely with your Property Management team ensuring all properties are legal, safe and ready for occupation

Deliver a five-star service to our landlords and tenants through the life cycle of a fully managed property including

Carry out Pre-Tenancy Inspections

Undertake administrative tasks, keeping records and logs up to date

Develop strong, long-term relationships with our Landlords and Tenants, ensuring we retain and develop all possible business opportunities

Checking works are completed and keeping all parties updated

Helping at the end of tenancies including communication relating to deposit returns

Resolving issues quickly and efficiently

Understands the importance of improving the quality of our portfolio by actively promoting our refurbishments team

Remain up to date with relevant legislation

Attending regular morning meetings with relevant Lettings teams in their offices, ensuring excellent communication between teams

Requirements & Skills:

Strong negotiator with excellent communication skills

Previous property management experience essential

Able to deliver excellent customer service experience

Strong attention to detail

Persistent and tenacious

Team player

Natural ability to trouble shoot with a keen desire to succeed

Ability to cope well under pressure

Company Benefits

- Generous reward packages with uncapped commission
- Fast track career options
- Pension contribution scheme
- Comprehensive training programme from apprenticeship to industry qualifications
- Team and social events

- Birthday day off
- Generous holiday allowance, 25 days+ (including extra days for long service)
- Paid day off to volunteer at the charity of your choice
- Wellbeing support
- Beauty and fitness discounts
- Enhanced Maternity and Paternity
- Season ticket loan
- Cycle to work scheme including Forest bikes

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