

## Property Manager

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Company: Build Recruitment

Location: East Ham

Category: construction-and-extraction

We are looking for a friendly and professional property manager for one of our clients in the build to rent sector. The Property Manager will oversee the operation and maintenance of the properties for the customers, providing seamless property management and achieving outstanding tenant satisfaction. The role will be varied and demanding, but the successful candidate will have the opportunity to be part of our clients exciting growth and help them to build a team to support a growing portfolio of property. The role will be varied, and the following responsibilities frame the essential duties and qualifications you will need to demonstrate for this position.

### Responsibilities:

To deliver the letting & management of a portfolio of properties to meet statutory and contractual requirements.

To work with the Managers to maintain a high level of performance, both at a personal and a team level

Utilising the database to ensure maximum operational productivity and informed feedback to shareholders, customers and colleagues.

To deliver effective solutions to clients, customers, and other teams.

Interact with customers daily to respond to queries, addressing concerns and always providing a positive experience.

Complete tenant screenings, lease negotiations, and evictions. Enforcing occupancy rules

and resolving tenant complaints.

Ensuring properties are ready to let, ensuring all compliance is complete.

Managing health and safety checks such as gas safety and fire alarms.

Make arrangements for properties to be maintained and kept securely during void periods, managing utilities during these periods.

Maintain accurate financial and customer records.

Skills:

Previous experience working in property management or a similar role

Exceptional communication skills and ability to work collaboratively.

You will be positive and flexible, with a 'can do' attitude and good attention to detail.

IT proficiency and adaptability to on-site operations.

Ability to work independently and as part of a team.

Strong interpersonal skills and a proactive attitude.

Ambitious, innovative, and self motivated

If you meet the criteria above and relish the idea of working for a well-established business where you will be supported to thrive in your career and rewarded with a competitive salary and package, we'd love to hear from you. Please contact Lucy Van der Gucht at Build Recruitment, or email [for more information](#).

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