

## Property Manager - Mandarin Speaking

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Company: Kings Permanent Recruitment Ltd

Location: Blackfriars

Category: other-general

### Mandarin Speaking Property Manager

Are you an experienced Property Manager who is fluent in Mandarin? Or, are you looking to take your first steps into a career in property?

Our clients are looking for an enthusiastic and hardworking individual to join their growing team, based out of their Central London office.

They are a fast-growing agency and their teams in their China and Hong Kong offices meet clients in their countries of residence in person and win new business for the London office to manage.

Previous estate agency experience is not essential for this role as full training will be given, but the ideal candidate will have some previous experience within an office environment and be able to demonstrate exceptional customer service skills. A professional approach, excellent communication skills, and an ability to work on your own initiative will be essential.

Mandarin Speaking Property Manager - Duties:

\* Overseeing planned and reactive maintenance

- \* Refurbishment projects

- \* Liaising with agents for re-letting, optimising rents and property values, monitoring voids/arrears etc...

- \* Working with Renewals and Lettings team to minimise rent loss

- \* Working with budgets to ensure management of funds and maximising returns

- \* Working with property management assistants to ensure implementation of administrative procedures

- \* Working with credit control department to manage arrears

Mandarin Speaking Property Manager - Skills Required:

- \* Fluent in Mandarin

- \* Experienced Property Manager preferred

- \* Knowledge and understanding of Housing/Rent Acts Legislation

- \* Excellent telephone manner and communication skills

- \* Health and Safety Legislation understanding

- \* Ability to work to tight deadlines

- \* Good time management and organisational skills

Mandarin Speaking Property Manager - Remuneration:

- \* £25,000 - £28,000 Basic Salary commensurate with experience

\* Plus up to £3,000 in commission potential

\* Monday to Friday only

Kings Permanent Recruitment for Estate Agents hits 17 years of successful trading. A milestone to be proud of...

Kings Permanent Recruitment for Estate Agents is a Specialist Estate Agency Recruitment Service dealing with the placement of Estate Agents and Letting Agents into permanent positions within the Residential Estate Agency Property sector. Our additional areas of expertise include Property Management and CeMAP qualified Estate Agency Financial Services Consultants / Mortgage Advisors.

Visit Kings Permanent Recruitment website for online Estate Agency vacancies.

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