

Experienced Lettings Negotiator

We are recruiting for an Experienced Lettings Administrator to work as part of our vibrant Lettings team in our fast-paced, customer service-driven Estate Agency. The Lettings Administrator will be a key member of the Letting Team responsible for coordinating the administration of property lettings, repair and maintenance.

Main responsibilities include:

- Being the first point of contact for tenant inquiries; face to face, on the telephone and in writing
- Preparing leases and paperwork associated with property lets
- Overseeing the administration, applications and referencing of each tenant and guarantor
- Directing maintenance & repair issues to the landlord/tenant & external contractors as appropriate
- Handle inquiries including written, phone and email, responding promptly and courteously
- Ensuring standards of excellence at all times and ensuring full compliance in letting standards are met
- Carry out property viewings, inspections and any other reasonable duties as requested by the Management Team

Key Skills Required:

- At least one years' experience in property management or a similar role
- Excellent communication skills
- Strong IT knowledge

Desirable Criteria

- A good local knowledge of the Greater Belfast area
- A good understanding of the housing market in Northern Ireland
- An understanding of estate agency software would be an advantage

Job Type: Full-time