



# CJ FOLE

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### Lettings Administrator / Move in Co-ordinator – Willow Brook Centre, Bradley Stoke

An exciting opportunity has arisen for a driven individual to join our award winning, energetic, and experienced lettings team in Bradley Stoke.

We are currently looking for an administrator co-ordinator to oversee the application process, tenancy renewals and to assist the wider lettings team, ensuring service standards remain high at all times.

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#### Essential skills for the role include:

- Experience of dealing with general public in a face-to-face customer service role.
  - Effective communication skills - an ability to communicate information at all levels in a clear and understandable manner.
  - Ability to work closely with a team.
  - Strong organisational and customer service skills.
  - Eye for detail.
  - Desire to succeed - ability to demonstrate initiative and self-motivation.
  - Excellent problem-solving capability.
  - Well presented.
  - Genuine interest in property and people.
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#### Job Challenges:

- Ability to maintain challenging workload
  - Ability to achieve targets and to manage time accordingly
  - Ability to work long hours
  - Ability and desire to keep up to date/adhere to the very latest lettings legislation
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#### Experience/Qualifications required:

- Previous property management is preferred but not necessary
  - Administration or a customer facing experience required
  - Own car (mileage paid)
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We operate as a team, so any commission or bonus is based on our overall income – we achieve together, are passionate about the quality of our work and our reputation.

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**We are offering:**

- Basic salary of £xx with a realistic OTE of £xx plus.
  - Own car required with mileage paid. There will also be access to a company pool car.
  - 25 days' annual leave PLUS bank holidays (Increasing further upon completion of 3 & 6 years' service).
  - Great company **culture** and values.
  - Plenty of first-class training and **development** resources.
  - The **opportunity** to learn from a highly-skilled team.
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**Working Hours:** Monday to Friday 8.45am-6.00pm

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**Office:** North Bristol

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