

## Property Manager - Job Description

Martin and Co. Bedford are seeking to recruit an experienced Property Manager for our established Bedford office.

Joining a dynamic, fast paced department in a rapidly expanding company. This is a pivotal role servicing our clients and managing our property portfolio. Fostering relationships with landlords and tenants is essential in order to achieve portfolio growth and to provide an exceptional customer experience.

Due to the fast based nature of this role at least 1-2 years experience in a similar position is required.

### Duties to include:

- Conduct property inspections and produce landlord reports.
- Follow up and respond to all customer queries in a timely manner.
- Log deposits with DPS scheme, itemise deposit deductions and deal with DPS claims.
- Build and foster relationships with tenants, landlords, colleagues and suppliers.
- Monitor and curtail any rental arrears.
- Complete property inventories.
- Complete check-out inspections.
- Deal and report check-in reports.
- Book and carry out periodic property visits.
- Ensure Gas, Electric and other safety certificates are up to date.
- Organise repair quotations and works as necessary.
- Use management software system in line with business operating requirements.
- Maintain the level of service and quality standards set out by Martin & Co.
- Demonstrate high standards of professionalism, courtesy and efficiency in dealing with the public.
- Manage the property portfolio in order to maximise and retain clients.
- Deal with all renewal of tenancies and accompanying negotiations.
- Secure renewal fees from both landlords and tenants.
- Provide careful and considerate advice as and when necessary.
- Operate within the confinements of the Housing Acts and Lettings legislation.
- Comply with GDPR and Anti Money Laundering Legislation.

### Essential Requirements:

- Current Residential Lettings experience.
- Excellent written and verbal communication skills.
- An analytical person who can communicate well with Landlords and Tenants.
- Work closely with a team to ensure that you provide excellent customer service.
- Strong organisational skills.
- Quick learner who thrives on attention to detail and accuracy.
- Be able to work independently and as part of a team.

- Influencing and negotiation skills.
- Enthusiastic and positive attitude.
- Ambitious and a real desire to succeed.
- Working 5 days a week including alternative Saturdays
- Clean & Full Driving Licence essential.

**Job Type: Permanent**

**Salary: £17,000.00-£23,000.00 per year**

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