

Location: Harborne

Salary: £22,000 - £25,200 including monthly bonus

Duties:

- Assist with the management of the property portfolio in order to maximise office income including the retention of properties and clients
- Assist with the management of all property maintenance issues
- Renew tenancies
- Renew gas safety certificates and EPC's
- Negotiate deposit returns between tenant and landlord
- Liaise with landlords and negotiate with contractors for works to be carried out on properties
- Assist with the management of front office dealing with face to face, telephone & e-mail inquiries
- General administration, including typing, filing, post and ordering stationary

The Company:

Martin & Co was established in 1986, we provide a fully encompassing lettings, property sales and investment service at a local level with the backing of the national leading brand. We are a fast paced expanding property business and the facts speak for themselves... Martin & Co have over 4,000 'To Let' and 'For Sale' boards on display at any time, 40,000 enquiries for sales and lettings across our network in a typical month, and a property let or sold every 7 minutes during working hours! Martin & Co. is a market leading, trusted property brand with a dedicated people agenda. We invest in our staff offering regular training opportunities. If you want to be rewarded and appreciated for the impact and contribution you make to the business with the opportunity to fulfil your full potential, a career without limits then send your CV to us today!