



CJ FOLE

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Property
Manager
- Clifton



Property Manager – Clifton

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

Property Managers have responsibility for a portfolio of managed properties, duties include reactive and proactive maintenance, property inspections, tenancy check outs and tenancy deposit processing, organisation of safety testing and the compliance of the portfolio, relationship building with tenants and landlords and much more...

Essential skills for the Property Manager role include:

- Property management experience and experience of dealing with the general public in face-to-face customer service role
- An analytical person who can communicate well with landlords and tenants - excellent written and verbal communication skills at all levels
- Ability to work closely with a team to ensure that you provide excellent customer service
- Strong organisational skills
- Quick learner who thrives on attention to detail
- Driven with a real desire to succeed, ability to demonstrate initiative and self-motivation
- Excellent problem-solving abilities
- Genuine interest in property and people
- UK driving license & own car
- The role will involve some out of office appointments inspecting the condition of managed properties, checking in new tenants and checking out old tenants so the successful applicant must be able to work independently as well as part of a team

We are offering:

- Parking arrangements within the proximity of our office
- 25 Days annual leave PLUS bank holidays (Increasing further upon completion of 3 & 7 years' service)

- Vibrant company culture including paid-for social events
 - Plenty of first-class training and **development** resources
 - Funding of ARLA Propertymark exams/**qualifications** and membership
 - The **opportunity** to learn from a lively, highly skilled team
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Working Hours: Monday to Friday 8.45am-6.00pm

Office: 161 Whiteladies Road, Clifton, Bristol, BS8 2RF
