

Job Title: Property Manager

Location: Cheltenham Town Centre

Hours: Full Time

Salary: £28,000 - £34,000 (depending upon experience)

Job Description:

We are looking to recruit an experienced Property Manager to work in our busy town centre office. The role offers huge opportunities to broaden your existing skills with genuine career progression.

As part of our dynamic property team, you will take responsibility for:

- Working closely with our friendly Property Management team
- Management of a large portfolio of properties
- Negotiating contract renewals
- Organising and coordinating property maintenance
- Organising property visits and safety inspections
- Liaising with landlords, tenants, contractors, and C J Hole Accounts Department
- Negotiating deposit settlements

Working for C J Hole is exhilarating and rewarding but we have high expectations of our people. We are proud of our strong reputation and in order to succeed with us, you have must be smart, committed and professional.

To be considered for the position, the following are required:

- Advanced critical thinking and problem solving skills
- A proven track record in Residential Lettings property management
- Expertise and ability to manage a large property portfolio
- Excellent written and verbal communication skills
- Up to date knowledge of lettings legislation
- The ability to build relationships with landlords and tenants
- Be extremely organised, able to work independently and work well under pressure
- Constantly deliver an exceptional level of customer service
- Your own car

You will be rewarded with:

- Competitive salary
- Business mileage allowance
- On-going training and support
- Funding of ARLA exams/qualifications and membership
- Career progression within a professional, award-winning agency
- Free business parking permit

To apply for this position, please send your CV and covering letter to:

Justin Prosser

Lettings Director

C J Hole

1 Bath Street

Cheltenham

GL50 1YE

Email: cheltenham@cjhole.co.uk