

Property Manager | Witney

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

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:

- Ideally property management experience and experience of dealing with the general face-to-face customer service role
- An analytical person who can communicate well with Landlords and tenants – excellent written & 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 details
- Driven with a real desire to succeed, ability to demonstrate initiative and self-motivation
- Excellent problem-solving abilities
- Genuine interest in property and people
- Full UK Driving License
- The role will involve some out of office appointments inspecting the condition of managed properties, so the successful applicant must be able to work independently as well as part of a team
- Ideally be ARLA qualified

We are offering:

- 20 days annual leave plus bank holidays
- Vibrant company culture including paid for social events
- Plenty of first-class training and development resources
- Funding of exams and qualifications
- The opportunity to learn from a lively & highly skilled team to help develop your career
- Parking arrangements within proximity of our office

Key information

Working Hours:

Monday to Friday
9.00am – 5.00pm
1 in 3 Saturdays (9.30am – 12.30pm)

Office:

63 High Street
Witney
OX28 6JA

Start Date:

Flexible for
the right candidate