**Property Manager**

Our client is a long-standing property management / investment company and they are currently looking for a Property Manager to join their busy team. You will be managing a portfolio of 150-175 properties and your key duties will include:

* Introduction to Landlord/Tenants after new move ins, as the Property Manager
* Ensure CRM system is updated with all communications relating to the Tenancy or property.
* Notify utility companies and local authorities of tenants leaving and new tenancy details to including meter readings.
* Set up inspection visits and check in and out appointments
* Take calls from Tenants reporting maintenance issues and liaise with Landlord
* Raise work orders with appropriate local contractor for works to be done, monitor and check
* Upon receipt of invoices cross reference these with work orders and authorise these for accounts to action.
* Monitor compliance tasks and arrange inspection Gas/EPC/electrical as and when due.
* Monitor arrears and follow arrears procedure for outstanding rents.
* Liaise between Landlord and Tenant following the checkout regarding settling the deposit.
* Compile paperwork for court cases
* Respond to initial complaints from either Tenants or Landlords in connection to any property management issues.

**We are looking for candidates with the following skills and experience**

* The ideal candidate ideally should have previous industry experience, but this isn’t essential.
* Excellent communication skills and the ability to multitask.
* Able to work well under pressure, needs a keen eye for admin and be adaptable to team work as well as solo tasks.

**Our client offers excellent benefits to include:**

* Quarterly staff socials
* Employee of the quarter incentives
* Holiday allowance 22 days + 8 bank holidays, this will accrue each year of service up to a maximum of 25 days
* Working hours 9am to 5:30pm Monday to Friday
* Work place pension
* Dress down Friday

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".