



WE WANT YOU FOR OUR AWARD-WINNING TEAM

PROPERTY INSPECTIONS AND INVENTORY CLERK

Full Time 9.00am to 5.30pm plus 1 in 4 Saturdays

We have a rare opportunity available and are searching for a new member to join our dynamic team within our award-winning lettings department.

We are looking for an enthusiastic and highly organised person to join our property management team as a ***Property Inspections and Inventory Clerk***.

You will organise and carry out property inspections at the beginning, during, and end of tenancies. You will organise works resulting from property inspections, and ensure properties are ready for new tenants to move in to. You need to be comfortable with computer data entry and be motivated to get up and go at a moment's notice to attend to practical situations which can arise at any one of the properties under our management.

- Inspecting properties and ensuring they comply with the government and local authority regulations.
- Record the inspections findings and create reports for each property, updating the landlord and tenants.
- Raise any issues found during inspections at the property and coordinate the resolution of issues.
- Ensure follow up inspections are scheduled on properties after the suggested repairs to ensure they carried out to a suitable standard.
- Integrating and working cohesively with the letting and management team to include crossover of roles within the team.
- Day to day administration and call handling within the rental team.

The ideal candidate will require:

- Strong attention to detail.
- Experience in undertaking inspections (Desired but not essential as full training will be provided).
- Good time management skills.
- A positive attitude to hard work and challenging situations.
- Excellent interpersonal skills.
- Full clean driving licence.

What We Offer:

- A supportive and vibrant team environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits
- Company Pension

You will need to be punctual, able to use your initiative, manage your own daily schedule and be committed to this position.

Application deadline Friday 6th September 2024.

Applicants should email their C.V. with covering letter to dave@timothyabrown.co.uk

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