JOB DESCRIPTION

Vacancy: Property Manager

Contract: Full Time– Permanent

Location: Lisburn Road, Belfast, County Antrim

Salary: Competitive

Hours: Monday – Friday 8.30am to 5.00pm

Company Background:

Established back in 1994, Templeton Robinson is the Leading Residential Estate agency practice in the province. We are the agent of choice for homes of all sizes as Northern Ireland's local estate agent.

Resales, rentals, development or agricultural land or major new build housing schemes (corporate or private) we have a practical working knowledge and years of understanding the market to get customers the best price with a superb level of service.

Thousands of clients each year choose Templeton Robinson as their "Agent for Life" in this fragmented and cluttered marketplace. Our reputation is unparalleled for how we can add MORE value and get customers the best price through our unrivalled reach and customer profile.

Key Responsibilities/Duties

The key responsibilities include but are not limited to the following:

- Manage day-to-day landlord and tenant queries, seeing issues through to resolution
- Coordinate repairs and maintenance, instruct contractors and track works to completion
- Carry out routine property inspections and follow up on actions required
- Support rent collection and arrears management where required
- Prepare and manage tenancy renewals and notices
- Maintain accurate compliance records (gas safety, electrical safety, alarms etc.)
- Liaise with contractors, suppliers, building management and internal teams
- Arrange tenancy turnovers efficiently, ensuring smooth handovers between tenancies

How to apply

To apply, please email your CV to lisanesbitt@templetonrobinson.com or apply via Linked In.

Essential Criteria

- Previous experience in residential property management or lettings is desirable
- Strong organisational skills and able to prioritise in a fast-paced environment
- Good IT skills (property management systems and Microsoft Office)
- Confident communicator with a professional, customer-focused approach and be able to speak and write succinctly, listens to and values other people's opinions
- Minimum 5 GCSES (A* - C) including Maths and English
- Full clean UK driving license
- Proficiency in ICT
- Speaks to clients and colleagues with respect and dignity.
- Makes good decisions based on information.
- Knows when to ask for assistance and understands when to use their own initiative.
- Candidate is receptive, learns from experience and can adapt to change.
- Develops and maintains effective relationships with third parties and colleagues.
- The ability to prioritise conflicts in a professional manner.
- Understands how the business works and uses this drive to get results and fill their potential.