

Property Manager

Full Time in Newport, Shropshire

Job Description

We are looking for an experienced property manager to manage our residential property portfolio. The successful candidate will need to be dynamic, driven and self-motivated. We'd love to find someone who's had experience in delivering an excellent service to both landlords and tenants and who not only has a positive and versatile 'can do' approach, but a 'will-do' determination. You'll need to be talented at juggling lots of different tasks and working out the best way to overcome problems, as well as being great at working with and talking to people.

In this role meticulous attention to detail is essential, and a successful property manager with thrive on perfection in every task. You will be responsible for ensuring that service standards are achieved within legislative and regulatory requirements. You will need to be good at dealing with both clients and tenant in a friendly yet professional manner and be well presented.

Key Responsibilities:

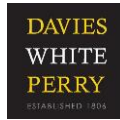
- Management of up to 150 properties
- Use of CRM and property database
- Dealing with tenant queries and maintenance issues
- Process and resolve maintenance issues (we'd expect you to be hands-on enough to resolve common maintenance issues yourself during visits)
- Arranging and directing our external contractors, and inspecting their work
- Conduct 6 monthly property inspections with written report
- Carry out and produce pre tenancy property inventories
- Carrying out duties in compliance with the buildings fire safety, gas safety and electrical safety regulations
- Ensuring properties prepared for letting meet the required legal standards for tenants
- Keeping up to date with legislative changes and regulatory guidance
- Liaising with landlords, suppliers, and residents

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- Responding to messages promptly
- Prepare and execute end of tenancy changeover plans, to include inventory checks, meter readings and deposit deduction negotiations with tenants and landlords
- Source, negotiate and instruct new suppliers where required
- Ensure invoices are processed correctly
- Ensure compliance and certification is completed for all properties
- Other administrative duties as required

Skills & Expertise

- Significant track record in property. Property Management 3 years (preferred)
- Preferably ARLA Level 3 or 4 Award in Residential Letting & Property Management (if not achieved you will be enrolled in this)
- Full driving licence and vehicle with business use insurance
- Resourceful and proactive
- Take initiative to resolve problems
- Perfectionist
- Self-motivated and organised
- Customer focussed
- Strong communicator
- Personable with tenants and landlords
- Respectful and trustworthy

Key Details:

- Salary £23,000
- Office based – Newport, Shropshire
- Working hours – Monday to Friday 9am – 5pm
- Mileage paid – 45p/mile
- Pension scheme
- Mobile phone

Send your Cover Letter and CV to Caroline Cross at caroline.cross@davieswhiteperry.co.uk