

JOB DESCRIPTION

JOB TITLE:

LETTINGS COORDINATOR

REPORTING TO:

LETTINGS MANAGER

OBJECTIVE:

To effectively and efficiently administer lettings' Clients and Tenants.

To provide property Inventories and Check Out Inspections.

MAIN DUTIES

1. Conduct property inspections, completing relevant paperwork and photographic records.
2. Liaise with Landlords following Inspections Visits
3. Organise Property Inventory prior to Tenants moving in
4. Prepare and type Property Inventories, completing relevant paperwork and photographic evidence
5. Attend to Check Out Inspections and prepare relevant paperwork and photographic evidence
6. Make recommendations on deposit returns following Check Out inspections when required
7. Arrange Property Inspection Visits with tenants and liaise with in-house diary when required
8. Liaise with the Accounts Department when necessary
9. Preparation of legal and financial documentation when required
10. Maintain and update records on software systems when necessary
11. Responsibility for dealing with incoming calls to the Department
12. General word-processing/secretarial duties ensuring accuracy and quality are maintained and deadlines met.
13. Maintain effective systems and procedures and ensure continuity of quality, presentation and style.
14. General filing, administration duties, collating/compiling of documents and photocopying/scanning as necessary.
15. Deputise for colleagues within the department as necessary.



- 16. Ensure a concern for excellence is evident in all materials/documentation produced and all other supported activities.
- 17. Carry out research as required.
- 18. Liaise with and support other offices as necessary in all aspects of lettings function.

GENERAL DUTIES

- 1. Operate within the Company's policies, procedures and systems.
- 2. Plan to optimise the achievement of results by showing concern for excellence.
- 3. Project a positive image of oneself and the Company to others.
- 4. Attend and contribute to meetings as necessary.
- 5. Ensure and maintain a strong customer service focus.
- 6. Liaise with external agencies (including clients, suppliers etc.) as necessary.
- 7. Recommend, monitor and control the use of resources.
- 8. Actively participate in continued personal training and development activities to meet Company requirements.
- 9. Assist in other departments/areas of the business as and when required.

Signed:.....

Print:.....

Date:.....