

PERSON/JOB SPECIFICATION

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| Job Title | Lettings Coordinator | |
| Department | Lettings | |
| Location | Shrewsbury & Wem | |
| No. of Positions | 1 | |
| Term | Full time – 37.5 hours per week Permanent with an initial six month probationary period | |
| Salary Band | £16,000 - £18,000 per annum (Depending on experience) | |
| Responsibilities | To effectively and efficiently service and administer lettings' clients and tenants as part of the rental property portfolio. To provide property Inventories and check Out Inspections and produce relevant paperwork and photographic evidence | |
| Terms and Conditions | Hours of employment: Monday to Friday 9.00am to 5.30pm. (one hour for lunch). Saturday by rotation, generally one in four 9.00am to 4.00pm. (Lieu day provided). Training: Intensive initial six months training and continuous professional development. Holidays: 28 days (this includes public holidays). | |
| Experience & Qualifications | Essential | Desirable |
| | <ul style="list-style-type: none"> • Having worked in an office environment. Admin experience. | <ul style="list-style-type: none"> • Member of the Association of Residential Lettings Agents (ARLA) • Member of Association of Professional Inventory Providers (APIP) • Previous experience in similar role. |
| Skills | <ul style="list-style-type: none"> • Good administrative skills • Good organisation skills • Excellent communication skills • Excellent interpersonal skills • Excellent time management skills • Working effectively within a team • Driver with access to a car • Quick learner | |

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| Knowledge | <ul style="list-style-type: none"> • IT literate | <ul style="list-style-type: none"> • Photography and editing knowledge • Current Lettings legislation |
| Characterises | <ul style="list-style-type: none"> • Self motivated – self starter • Methodical • Dynamic • Assertive • Flexible approach • Reliable • Concern for excellence • Enthusiastic • Good sense of humour | |

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| Application Process/ How to apply | <p>Curriculum vitae together with covering letter sent to:</p> <p>Patricia Baila Monks Estate & Letting Agents 2 Shoplatch Shrewsbury Shropshire SY1 1HL</p> <p>Or email patricia.baila@monks.co.uk</p> |
| Job Posted | 15 th December 2017 |
| Closing Date | 23rd January 2018 |
| | Only candidates selected for an interview will be contacted. |