

JOB DESCRIPTION

RESIDENTIAL LETTINGS NEGOTIATOR

- Job Title:** Lettings Negotiator
- Location:** Based in our Lincoln office.
- Hours of Work:** Full Time or Part Time 3 days a week tailored to the right candidate and including every third Saturday (9am – 12noon).
- Reporting to:** Residential Lettings Manager – Sharon Kirk MRICS and Directors - George R.Harrison MRICS FAAV and Tony Wing DipSurv MRICS FNAEA
- General Role:** Robert Bell and Company are looking to replace an existing role to be a key member of the busy and expanding residential lettings department in Lincoln.

The chosen candidate will work within a team of residential lettings staff at Lincoln with a role that encompasses the marketing and management of residential let properties. The successful applicant will be a key contact for landlord clients, tenants, prospective tenants, and maintenance contractors. They will be involved in the marketing of properties available to let, arranging tenancy documentation, dealing with tenancy queries, maintenance work and end of tenancy matters.

- Key Duties:**
- a) Answer enquiries by telephone, email or in person. Taking full details and logging onto our management system. Ensuring their enquiries are dealt with efficiently and promptly.
 - b) Arrange and carry out viewings, valuations, inspections, and check ins or check outs depending on experience.
 - c) Arrange and progress maintenance work and liaise with landlord clients, contractors and tenants.
 - d) Assist with supporting documentation.
 - e) Maintain office displays and co-ordinate lettings lists and assist in marketing properties on websites and social media.
 - f) To become proficient on Expert Agent, our management system.
 - g) Helping other departments as reasonably necessary.
 - h) Other duties within the skills and capacity of the job holder

Skills and Attributes: Past experience in the residential property industry and tenancy law is helpful but not essential. Needs to be proficient with IT software.

Personal attributes should include an efficient and methodical work ethic with attention to detail. Will need to manage their time within the small team, have a calming disposition to deal with difficult circumstances and handle pressure of progressing numerous tasks at any one time.