

Lettings Administrator Required!

Location: Manchester

Hours: Mon to Fri, plus alternate Saturdays

Intus Lettings has an exciting opportunity for a Lettings Administrator to join the Intus Lettings team based in Manchester. You will work on a full-time permanent basis.

We believe personality is the key to success at Intus Lettings and we are looking for someone who will embrace their individuality and bring personality to the role. The successful candidate will be a bright and confident character with a passion for people, initiative, a 'can do' attitude, and lots of energy.

Your responsibilities as a Lettings Administrator include:

- Drafting tenancy agreements and preparing move in paperwork
- Drafting tenancy renewal agreements
- Dealing with applicant enquiries via email and telephone
- Carrying out viewings at various rental properties
- Dealing with the council/utility companies to discuss bills and charges.
- Conducting tenant referencing.

Experience & skills required to become our Lettings Administrator

- Strong administration skills, with excellent attention to detail
- Proficient in Microsoft Office and good general IT skills
- Strong communication skills and the ability to provide a professional and friendly customer service
- Full clean UK driving license
- Available to work alternate Saturdays, from 09:30am to 14:30pm

Benefits of working for us:

- Training and real support are provided to help you reach your potential!
- Pension scheme and free eye tests
- We pride ourselves on having some of the best staff in the business and are a close team with a low staff turnover
- Immediate start available

Please submit your CV and covering letter to careers@intuslettings.com to apply.