

Trainee Property Manager

This list is not exhaustive, but will give you a general idea of the duties you will be required to undertake and perform. Successful candidates will see progression to full Property Manager Status.

DAY TO DAY MANAGEMENT

Dealing with day-to-day maintenance

Informing clients of maintenance on their property, providing relevant quotes and suggestions on how to carry out repair.

To instruct contractors where required. Producing relevant paperwork on software system and handing out keys and tracking work being completed.

Track works and jobs in hand and keep both parties informed of progress/status of works. If necessary, to check the works after completion and then to sign off relevant invoices for payment.

Ensure when job is completed that all parties are satisfied with the condition.

COMPLIANCE

On a monthly basis, or as required, to ensure that Compliance Certificates - Landlord Gas Safety Certificates and Electrical Certificates, Automatic Fire Detection, Emergency Lighting, Portable Appliance certificates are kept up to date – information correctly recorded, and copies of certificates issued.

To assist with the regular audit of all Compliance Certificates, to ensure that the Certificates and Jupix are up to date.

To ensure that Public Liability Insurance for all active Contractors, is kept up to date.

CONTRACTORS

To effectively manage the relationship with Contractors, particularly those used by the Agency on a regular basis, for our client landlords.

To ensure that all Contractors adhere to the Codes of Conduct produced at all times, taking relevant action where necessary.

Public Liability Insurance – as above.

PROPERTY VISITS

To assist with scheduling and carry out of visits.

To send out notifications in advance of visits, according to schedule.

Writing the reports and issuing them to tenants and clients.

Keep track and/or arrange maintenance

Carrying out inventories and updating where required.

HMO LICENSING

Ensuring relevant properties are fully compliant with licensing and certificates.

Updating and maintaining records for compliance certs (electrical/fire compliance etc).

Attend verification visits with the local authority where necessary, and report back to Clients.

Liaise with landlords regarding the licensing legislation to ensure full compliance.
Arranging works where necessary.
Maintain and support good working relations with the local authority.

CHECK IN & CHECK OUT PROCESS

Administer the end of tenancy process in line with our procedures for the check out.
Negotiate on behalf of the landlord any deductions to be proposed from the tenant's deposit.

Where possible prevent any disputes from arising over the deductions from a deposit.

Ensuring that any pre-arranged and reactive work at the conclusion of a tenancy is resolved prior to the new tenancy starting.

Ensuring that the property is ready for the new tenants, clean, keys are ready, and meter readings are taken and the check in is performed either at the property or in the office as required.

SOFTWARE – JUPIX

To have full working knowledge of Jupix software in order to conduct required duties.

GENERAL

To gain an understanding of the structure and culture of the company, so as to be able to support other departments where necessary and ensure effective communication between departments.

Awareness of the Property Management Department Handbook.

Carry out a regular key audit.

Full knowledge and use of the Microsoft Office Suite (outlook, word, excel).

Dealing with general phone calls, ensuring put through appropriately.