

LEASING AGENT FOR LEADING LETTING AGENCY

Our well established residential letting agency, **Chorus Letting** is currently looking for an energetic and well organised individual, with strong sales and administrative skills for the role of **Leasing Agent** to join our busy and dynamic team. The successful candidate must be able to contribute to the service level expectation of a goal orientated team whose focus is on providing world-class residential letting services.

The role of the leasing agent includes responding to a high volume of prospective tenant enquiries both telephonically and via email, whilst keeping an accurate record of these enquiries. You will also co-ordinate tenant viewings and provide the leasing lead with daily records of these so that the marketing information can be regularly provided to the Key Account Manager, maintaining our excellent communication levels. Furthermore you will be responsible for the handover of keys and move in inspection of the tenant into their new home.

The Key duties and responsibilities would include:-**Property Marketing**

- Attending to property listings
- Respond to all tenant enquiries telephonically and via email
- Set up tenant viewings with prospective tenants
- Keep a prospective tenant register for each property
- Follow up with tenants after the tenant viewing where required
- Provide daily marketing feedback to the leasing lead
- Keep a travelling log book
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Property Inspections

- Attending to move in inspections and handover of keys
- Providing accurate and comprehensive reporting to our tenants
- Provide feedback to leasing lead on inspections

Key attributes you would have include:-

- A positive attitude
- Well organised
- Target driven
- Highly focused & motivated
- Proactive & Solution focused
- Can communicate well
- Committed to Excellence
- Trustworthy & honest
- Strong administration & computer skills
- Property experience preferable
- Reliable car, tablet/cellphone
- Valid driver's licence and vehicle insurance
- **Must be willing to do the letting internship & NQF4 if not yet qualified as a full status estate agent**

Together with your CV forward a short paragraph best describing your four strengths and two weaknesses.

This is a salaried position dependent on experience and skills. Applications close on **Wednesday, 06 February 2019**.

We thank you in advance for your response, however due to high volumes of response only successful applicants will be contacted.