

PROPERTY INSPECTOR FOR LEADING LETTING AGENCY

Our well established residential letting agency, **Chorus Letting** is currently looking for an energetic and well organised individual, with strong administration skills for the role of **Property Inspector** 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 property inspector plays a pivotal role in ensuring that the landlords property condition is kept up to standard and maintained well, which aims at providing long term capital appreciation of the property asset and zero financial losses for damages over and above the tenant deposit held. This is achieved through detailed and strict property inspections and proactive maintenance.

The Key duties and responsibilities would include:-

- Attending to mid-term inspections and report it to the facilities manager
- Attending to communal building inspections
- Attending to renewal inspections and report it to the facilities manager
- Attending to move out inspections and report it to the facilities manager
- Attending to inspections of maintenance jobs report it to the facilities manager
- Keeping and maintaining a travelling log book
- Providing accurate and comprehensive reporting to our facilities manager
- Supporting the facilities manager in ensuring the properties are well maintained

Key attributes you would have include:-

- A positive attitude
- Well organised
- Excellent attention to detail
- Highly focused & motivated
- Proactive & Solution focused
- Can communicate well
- Committed to Excellence
- Trustworthy & honest
- Strong administration & computer skills
- Property experience preferable
- Reliable car, cellphone / tablet
- Valid driver's licence and vehicle insurance
- Must be willing to do the letting internship & NQ4 qualification if not yet 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.