

<b>TITLE:</b>	Intern Property Administrator
<b>COMPANY:</b>	Chorus Letting (Pty) Ltd
<b>LOCATION:</b>	Auckland Park, Gauteng
<b>STATUS:</b>	Full-Time Position

**CHORUS LETTING:**

Chorus Letting is a leading Cape Town and Johannesburg based letting company focused solely on providing world class residential letting services to Landlords and tenants.

Our well established and rapidly growing letting agency is seeking passionate, professional and experienced individuals to join our dynamic team! The successful candidates 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.

Some of the benefits provided to the successful candidate include:

- a well-established 17 year old company
- well established portfolio already in place
- ongoing training and development
- excellent team support

**KEY DUTIES AND RESPONSIBILITIES:**

This is a highly demanding position, which requires you to juggle a heavy workload, multitask and think on your feet, whilst maintaining world class customer service. You are responsible to fulfil the duties as committed to our landlord clients in our Landlord Management Agreement for all properties in the portfolio.

- Preparing lease agreements as per approved and forward to new tenants. Prepare new tenant folder for move in. Submit new LET notification sheet to finance department.
- Submit new tenant information to managing agents where applicable.
- Extract reports of existing tenants where leases are ending, prepare and send renewal lease agreements to existing tenants. Submit renewal notifications to the finance department for updating information.
- Inform portfolio manager of non-renewal of leases. Provide existing tenants with termination documents and provide finance department with relevant paperwork pertaining to non-renewal of leases.
- Reporting to management
- Tenant marketing, conducting viewings with prospective tenants where required
- Switchboard and reception relief, answer, screen and forward any incoming phone calls while providing basic information where needed

**KEY ATTRIBUTES YOU WOULD HAVE INCLUDE:**

- Confident, highly focused and motivated
- Passionate, caring and committed to excellence
- Excellent interpersonal and written communication skills
- Well presented and articulate
- Ability to work well under pressure
- Trustworthy and honest
- Organised
- Positive attitude
- A constant desire for self-improvement and learning with a positive winning attitude
- Intermediate computer skills
- Own transport and cell phone
- Valid driver's licence and car insurance
- Previous letting experience preferable but not critical

**MORE INFO:**

Please e-mail your CV together with a short paragraph best describing your four strengths and two weaknesses to [careers@chorusletting.co.za](mailto:careers@chorusletting.co.za)  
Remuneration will depend on experience, track record and attitude

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