

JOB DESCRIPTION

Vacancy: **Property Manager**

Vacancy Ref: **21HRLR**

Contract: **Full time – Permanent**

Reporting to: **Property Manager**

Location: **Lisburn Road, Belfast**

Salary: **Dependent on Experience**

Start Date: **Available Immediately**

Company Background:

Simon Brien Residential, one of Northern Ireland's leading Residential Estate Agencies and is at the forefront of the private resales, land and new homes market. Our award winning lettings and property management team provide advice and assistance on all aspects of the letting and management process for individual properties and large portfolios. These include a wide variety of properties in the city center and suburban locations, from student properties, HMO's apartments, houses and luxury private residences. We act for private and corporate landlords, financial institutions, international funds and charities. The ethos of Simon Brien Residential is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients.

Purpose of the Role:

This is an exciting opportunity based at our office at Lisburn Road, Belfast. The successful candidate will be a vital member of the team engaging in a range of different activities each day in various functions of the department. This role is the perfect opportunity for someone who enjoys fast paced work and problem solving.

Key Responsibilities:

The key responsibilities include but are not limited to the following:

- Residential property management for the private sector and institutional clients
- Management of Individual properties and property portfolios
- Block management of apartment buildings that are solely owned by clients of Simon Brien Residential
- Dealing with maintenance queries from our managed properties
- Preparation of and processing of inventories
- Check in and check outs of properties upon new lettings and end of lease
- Liaising with all stakeholders (tenants, landlords, contractors etc.)
- Completion of documentation in relation to applications to local Council offices
- Ensure that full and complete records are kept both manually and on the system in relation to checkouts
- Rent increases and reviews
- Following up with tenants on rent arrears
- Scheduling and processing lease renewals and repairs

- Administer tenancy deposit disputes
- Maintenance, inspections and organising repairs from start to resolution
- Coordinating various contractors.
- Checking and approving work schedules for payment
- Dealing with queries on the emergency phone

APPLICANT REQUIREMENTS

	Essential Criteria	Desirable Criteria
Knowledge and Experience	<ul style="list-style-type: none"> • Minimum of 2 years’ experience in Lettings and Property Management • Relevant Industry Experience • An understanding of legal compliance required for managed properties • Excellent attention to detail in all administration and compliance • Minimum 5 GCSE’s – Mathematics and English (A* - C grade) or equivalent • Proficiency at ICT (Microsoft, Property Management Software) • A full UK driving license 	<ul style="list-style-type: none"> • Access to own transport and insured for business purposes • Third level education

How to apply

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line “**21HRLR – Property Manager**” outlining how you meet each of the criteria. Please ensure you clearly demonstrate how you meet the above criteria in your CV.

Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.