

SHORT LET PROPERTY MANAGER REQUIRED

The objective of this role is for the role holder, to be a Key collaborator to our existing Property Management Team, supporting Portfolio holders with holiday cover and provide ad hoc property and project management along with data/document service.

Responsibilities will include:

- Sole responsibility and managing the property on behalf of the owner including maintenance, re-letting and all legal documentation in relation to the let from start to finish.
- Focussing on our specialist short let portfolio which is focussed on accommodation demands of the summer Edinburgh Festival period, but provides sought after accommodation during the rest of the year.
- Liaison with new landlords regarding legal requirements, keys, advertising properties and arranging required maintenance works at the initial stages.
- Reviewing property applications with the Lettings team and reporting to the landlord.
- Working in compliance with Property regulations – e.g. aware of HMO requirements, Health & Safety processes.

Person specification:

- Demonstrable experience in a commercially driven Lettings environment with portfolio management, scheduling of property management, landlord/Client/key stakeholder liaison.
- Maintaining long term relationships through appropriate communication mediums and methods.
- Knowledge and experience in events management.
- Capable of organising large volumes of work for themselves and others with detailed procedures.
- Able to multi-task, work to tight deadlines and produce high quality work under pressure.
- Confident to make decisions, and when to seek further clarification.
- Proficient organisational and planning skills.
- ARLA accreditation, whilst not essential would be a desirable for this role and training will be given to achieve the standards.
- Professional, driven team worker who takes ownership for portfolio.
- Able to innovate and identify improvements to the service offered.
- Speak and write fluent English with evidenced Right to Work in the UK. A command of other languages is of benefit, but not essential.
- Essential skill set level of MS Office Applications – Word, Excel, Powerpoint – Intermediate
- Good geographical knowledge of Edinburgh
- Driving Licence. Desirable is a clean licence. Essential is a licence with no more than 3 penalty points.

Benefits :

- **Full time, based on a 40 hour Monday to Friday week. Salary bracket £22K – 26K based on experience and skill set.**
- **Holiday - 31 paid holidays.**
- **Pension : Auto Enrolment**

Application

Send your CV, in confidence, with a note of your availability to Recruitment@Southsidemanagement.com
We are looking to interview immediate for this role, with placement of the right candidate in September 2017.