

Senior Lettings Negotiator

Manchester, basic salary of £23k – 26K OTE

Are you;

- **An experienced Property Manager?**
- **Highly organised and skilled at managing your own workload?**
- **A people person who thrives on knowing that each day will bring a new challenge?**

Do you want to be part of a fast paced, forward thinking, nationwide lettings agency? We are seeking an experienced senior lettings negotiator to join our team in Manchester.

Intus Lettings is a dedicated residential lettings and property management firm that provides a nationwide service to an ever-increasing portfolio of contented landlords.

Your responsibilities as our Senior Lettings Negotiator

- To identify & follow up on new leads/business generation
- Managing the branch and staff in the absence of Lettings Manager
- Carrying out viewings at various rental properties
- Drafting tenancy agreements and renewals, carrying out inventories
- Dealing with enquiries via email and telephone
- Helping build up our lettings brand and creating business.
- Various ad hoc duties

Experience & skills required to become our Senior Lettings Negotiator

- Experience in property lettings
- Experience generating new business/canvassing
- Strong administration skills, with excellent attention to detail
- Proficient in Microsoft Office and good general IT skills
- Strong communication skills and the ability to provide a professional and friendly customer service
- Knowledge of lettings, landlord and tenant laws would be an advantage
- Full clean UK driving license
- Available to work alternate Saturdays, from 09:00 to 13:00

Benefits of working for us

- Training and real support are provided to help you reach your potential
- Pension scheme and free eye tests
- **Be part of a company who have been accredited Investors in People Silver**
- **We pride ourselves on having some of the best staff in the business and are a close team with a low staff turnover**
- Immediate start available