



Property Manager – Full time Salary £22,425.00 to £26,325.00

We are a sales and letting agency and also manager of multiple portfolios including social housing and supported accommodation across Nottingham and Nottinghamshire.

Preferred criteria.

The applicant could have experience working in supported accommodation, property management with hands on experience of general maintenance. Must have a full UK driving license.

Duties.

- Manage all aspects of housing management, including leasing, rent collection, and maintenance.
- Oversee tenant relations and ensure a positive living experience for all residents.
- Develop and implement policies and procedures to ensure compliance with housing regulations.
- Coordinate move-in and move-out processes, including inspections and security deposit returns.
- Conduct regular property inspections to identify maintenance needs and ensure property is well-maintained.
- Address tenant concerns and resolve any issues or conflicts that may arise.
- Collaborate with contractors and vendors to schedule repairs and maintenance work.
- Prepare reports on occupancy rates, rental income, and property expenses.

Skills.

- Housing management and housing Health and Safety Rating System preferred.
- Proven experience in property management or a similar role.
- Strong negotiation skills to secure favourable rental terms with tenants and vendors.
- Proficient in using property management software and CRM software and maintenance reporting systems.
- Knowledge of housing regulations and fair housing practices.
- Excellent communication and interpersonal skills to interact with tenants, staff, and external stakeholders.
- Detail-oriented with the ability to multitask and prioritise responsibilities.
- Strong problem-solving skills to address tenant issues effectively.

If you are detail-oriented, have excellent organisational abilities, and enjoy working in a fast-paced environment, we would love to hear from you.

Please note that only candidates who meet the requirements will be contacted for an interview. Thank you for your interest in joining our team as an Office Administrator.

Apply here <https://normangallowayhomes.co.uk/housingmanager/>