

PROPERTY MANAGER

**House-proud people person?
Join us - we'll do you proud!**

SDL Property Management

Nottingham

What we do

We provide estate, leaseholder and commercial property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

What we care about

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more and we want to be the ones to wow them.

We believe our greatest asset, our people, also deserve more. More support and more freedom to bring their individual flair to bear in their work. So they can find ever-better ways of helping customers and opportunities to become more than they dreamt possible.

Your life as a Property Manager

You'll look after a portfolio of rental properties, enjoying being your efficient, accurate self when it comes to the administrative support you'll provide to the management team, clients, tenants and suppliers. As well as getting your head round property management policies, procedures, regulations and systems, you'll also be busy getting things done as you respond to the day-to-day needs of landlords and tenants. Alongside doing things thoughtfully in a way that hits the spot for customers every time, you'll also develop the habit of spotting opportunities to do some things better. You'll be encouraged by your Team Manager to put your ideas for improvements forward, so they can add value for clients and SDL - not to mention boost your own job satisfaction.

**Love OUR
CUSTOMERS**

**DARE TO BE
DIFFERENT**

**MAKE IT
BETTER**

What you'll do

- * Build open and positive relationships with clients
- * Onboard new clients and property portfolios
- * Add new landlords, properties, tenants and tenancies to our property management system
- * Be alive to what you can do to help your team meet its KPIs wherever possible
- * Manage the planned maintenance of rental properties in line with legal requirements
- * Oversee the day-to-day maintenance needs of rental properties
- * Ensure hard and soft copy data and emails are effectively managed and that the property management system is always up to date
- * Manage the allocation of service charge funds
- * Deal with landlords' and tenants' queries verbally and in writing
- * Manage the registration and release of tenancy deposits
- * Manage the portfolio's arrears levels and credit control procedures, taking steps to meet agreed targets and understand reasons for variations
- * Keep landlords updated about issues relating to the management of their properties
- * Apply our policies and procedures consistently and comprehensively.

Who we're looking for

We want to find a self-starter with property lettings and management experience who likes to work in a fast-paced world where they can take responsibility and get things done and who has:

- * A good standard of education with strong numeracy and literacy skills
- * The clear thinking and confidence to influence others and make good business decisions
- * Experience of managing relationships with internal and external stakeholders
- * The kind of flexible, positive attitude that makes for great service and teamwork
- * The ability to communicate clearly and confidently in writing and verbally

- * Great, consistent attention to detail of the kind legal documents demand
- * A desire to develop astonishingly good customer service skills
- * The ability to manage their own workload, prioritising tasks and using time productively
- * A natural capacity to use their initiative, solve problems and fix things
- * A willingness to learn and develop their skills and knowledge

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* Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

And, ideally, but not vitally:

* Some experience of using property management systems

* An ARLA qualification - or is working towards one

How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send.
recruitment@sdlgroup.co.uk

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