

NEW BUSINESS CLIENT SUPPORT MANAGER

This job's got your name on it!

SDL Property Management

Nottingham/London

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 Administrator

You will be the go to for assisting in and securing new business for SDL Property Management. Seeing the process through from initial contract to the point of handover, you will work with our existing Property Management team to make sure this runs as smoothly as possible.

What you'll do

- To generate new business both from developers and Directors of RMC's.
- Maintaining client liaison throughout the process to ensure the pipeline of new business is brought in to management.
- Exploring all opportunities which includes those within our own client base, this will require a strong working relationship with our Property Management team.
- Ensure the implementation of new instructions by working with the new business team and with other areas of the business.
- Ensuring effective communication between all related departments.

**Love OUR
CUSTOMERS**

**DARE TO BE
DIFFERENT**

**MAKE IT
BETTER**

- To pursue 'excellence in customer service' and maintain client relationships.
- Be commercially aware and ensure our values are at the heart of everything we do, whilst creating a Great Place to Work.
- To ensure all procedures are maintained and updated within the department at all times.

Who we're looking for

We're searching for an organised people person who gets what great customer service looks like and has what it takes to deliver it, as well as:

- Minimum 2 years' experience within Property Management
- Working with New Build Schemes
- A proven track record in sales
- Excellent written and verbal communication skills
- Good attention to detail
- Commercially aware with the ability to understand business requirements
- Understanding of databases and ability to interrogate information
- Strong ideas generation and team player
- Structured and organised
- Legally entitled to work in the UK

And, ideally, but not vitally:

- Qube system experience.
- Understanding of Building Assets and CAPEX plans.

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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