

**Like to be out and about?  
Send your application in!**

## **SDL Property Management**

## **Wolverhampton**

### **What we do**

SDL delivers national coverage across the board, in surveying, mortgage services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart. Within Property Management 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 is our people and by empowering them to make a difference our people can become the best they can be.

### **Your life as a Property Inspector**

You'll be part of our growing business building fantastic properties and finding tenants for them, preparing property reports before our tenants move in, during their tenancy and once they move out as well as during building works. You'll appreciate the freedom of going out and about independently and relish the responsibility of checking each property, noting every detail and producing accurate inventories - being scrupulously thorough even when you're on a tight schedule! You'll be absolutely dedicated to meeting deadlines, because you know we always keep our promises to clients. And if tenants are home when you visit,

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER

you'll enjoy chatting to them and acting as something of an ambassador, taking the opportunity to make sure they're happy and committing to getting any issues sorted.

## What you'll do

- \* Carry out mid-term property inspections
- \* Undertake large-scale works inspections
- \* Prepare individual property inventories
- \* Complete tenant check-out reports
- \* Liaise with tenants about visits and issues
- \* Visit properties with builders and other tradespeople
- \* Ensure requirements of tenancy agreements are applied in practice
- \* Reschedule inspections to suit customers' needs.
- \* Carry out viewings of Lettings Properties

## Who we're looking for

We want to find a diplomatic and detail-oriented self-starter who takes pride in their work and who has:

- \* A working knowledge of Microsoft Office
- \* Experience of providing terrific customer service in a client-facing role
- \* Exceptional timekeeping - never late and always on top of deadlines
- \* The communication skills to write clearly and speak easily with anyone
- \* An organised way of working
- \* Experience using iPads and apps
- \* A desire to brush up nicely for work each day
- \* A clean driving licence and access to a car or van
- \* Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

And, ideally, but not vitally:

- \* Some knowledge of property management
- \* Experience preparing reports for management

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER

## PROPERTY INSPECTOR



- \* A natural capacity to use their initiative and solve problems
- \* The wherewithal to thrive in pressured situations
- \* A flexible attitude when it comes to working hours.

### 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](mailto:recruitment@sdlgroup.co.uk)

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER