

Lettings Administrator



Experience in working in the Letting Industry and looking for an exciting new opportunity in the Build to Rent Sector?

Send your application in!

SDL Property Management

Salford

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 tenants' 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 Lettings Team Member (Administrator)

You will be office based and responsible for updating our software to ensure all current voids are advertised showing the correct images, brand, rents and incentives.

Once a reservation has been made you will be responsible for pushing the reference through to an acceptable stage before the property administration team take over whilst always keeping the potential up to date with progress of their application.

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CUSTOMERS

DARE TO BE
DIFFERENT

MAKE IT
BETTER

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An eye for detail and being well organised is vital for this role.

You will also build an extensive knowledge of our referencing criteria to be able to support the call handling and viewing team with any queries.

Recording any new keys and keeping our records updated will be part of your responsibilities.

What you'll do

- Build and maintain great relationships with customers
- Provide outstanding administration support to internal and external stakeholders
- Ensure company policies and procedures as well as property regulations are consistently adhered to
- Keep key information in our in-house systems accurate and updated
- Keep customers in the loop about issues relating to their properties
- Complete regular weekly and monthly reports.

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:

- A good standard of education with strong numeracy and literacy skills
- The ability to communicate clearly both verbally and in writing
- A real eye for detail and dedication to accuracy
- Experience of working effectively in a fast-paced office
- The ability to manage their own workload, prioritising tasks and using time productively
- The self-motivation to get things done and the initiative to get things fixed
- A willingness to learn and develop their skills and knowledge
- Experience in the property lettings industry.
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening
- And, ideally, but not vitally:
 - An ARLA qualification
 - A flexible, can-do attitude when it comes to work and shift patterns

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How to apply

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

careers@sdlgroup.co.uk

If you require any reasonable adjustments for any part of the recruitment process, please let our recruitment team know within your covering letter.

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