



PROPERTY MANAGER (Full Time, Permanent)

Are you a well-organised, detail-oriented individual with a passion for the property industry? Are you seeking a challenging role that combines administrative skills with a keen interest in dealing with the public? Do you want to be part of an ambitious team working within Bangor's leading estate agency?

This is an exciting opportunity for a Property Manager wanting to advance their career. You will be part of the Property Management Department, joining our dynamic Bangor & North Down office and helping to contribute to our future growth.

Company Overview:

Pinkertons is a market-leading estate agency with a strong client rating of 4.7/5 on Google reviews. We pride ourselves on our professionalism and dedication, providing a working environment that respects and supports our employees' growth.

Position Overview:

Join our team as a Property Manager and embark on an exciting opportunity to work in a fast-paced and fun environment that offers tremendous personal and professional growth. As a Property Manager, you will oversee a portfolio of properties while providing support to our Senior Property Manager.

Benefits:

- Competitive salary and performance-based rewards
- Further earning opportunities through referrals and incentives.
- Full induction and personal development programme with access to industry-leading resources and training.
- Generous holiday package, including extended time off over the Christmas period.
- Your birthday off after one year of service.
- Career growth and professional development opportunities.
- Health and wellness benefits, including access to our discounts platform.
- Supportive and collaborative work environment.

Responsibilities:

- Produce high-quality photographic inspection, inventory, and condition reports.
- Conduct routine inspections and address tenant concerns related to the property or their tenancy.
- Handle maintenance requests with utmost diligence and efficiency.
- Organise safety certificates and coordinate remedial works.
- Collaborate with contractors to ensure prompt completion of maintenance tasks.
- Gather quotes from contractors and present them to landlords.
- Process invoices.
- Conduct pre and post-tenancy inspections to assess property conditions and develop action plans to address any issues.
- Manage end-of-tenancy deposit processes.
- Monitor rental payments and generate reports for the finance department.
- Prepare and process tenancy agreements, lease documents, and related paperwork accurately and efficiently.
- Conduct viewings following company procedures.
- Effectively handle new lets.
- Collaborate with our Sales Department to build relationships with investor buyers.
- Maintain accurate and up-to-date property listings on various platforms.
- Foster a positive and cohesive working environment by collaborating with other departments.
- Conduct all business in alignment with our Vision and Mission.

Requirements:

- Experience in the property industry and familiarity with associated legislation.
- Excellent organisational and time management skills, with the ability to prioritise effectively.
- Strong attention to detail for accurate document preparation and data entry.
- Exceptional verbal and written communication skills, maintaining a professional and friendly approach.
- Proficiency in MS Office (e.g. Word, Excel, Outlook).
- Ability to work independently and collaboratively within a team-oriented environment.
- A proactive and adaptable mindset to handle multiple tasks and meet deadlines.
- Full UK driving licence and access to a car.
- Ability to thrive in a fast-paced environment.

Working Hours:

Monday to Friday: 8:45am to 5.30pm
One Saturday in four: 9.30am to 12.00pm

Hiring Process:

All information provided will be kept in the strictest of confidence.

If you are a dedicated and well-organised individual with a passion for property, and you want to contribute to the success of our Property Management Department, we want to hear from you!

1. Please submit your CV to victoria.pinkerton@pinkertonsni.com.
2. A 15-minute 'Culture Fit' Microsoft Teams interview.
3. An in-person interview at our office in Bangor.

Progressing through to the next stage will only apply to those candidates successful in that stage.

We look forward to reviewing your application and potentially welcoming you to the Pinkertons Team!

Note: Only shortlisted candidates will be contacted.