

BLLENHEIM

JOB DESCRIPTION

Job Title: Property Assistant Internship
Department: Lettings
Reports to: Residential Property Manager
Staff reporting to this post: Nil

Summary of role: To assist the residential property manager with the letting and management of the residential properties and the affordable housing portfolio.

Tasks & Responsibilities:

- Carry out viewings and secure tenancies, follow the lettings process through from legal documentation to collection of funds
- To assist with the management of the property portfolio, including negotiating leases, licenses and rent reviews
- To co-ordinate routine repairs and maintenance and liaise with our in-house maintenance department.
- Assisting with valuations of the portfolio
- Liaising with clients about available properties, ensuring that the needs of tenants and the Estate are met
- To assist with water, solar metering and liaising with utility providers
- To deliver a high level of service
- To provide a support to the team

Skills & Experience:

- Some customer service experience is desirable

Person Specification:

- Full clean driving licence is a must
- Strong administrative, organisational and communication skills.
- Have a helpful, flexible and hardworking approach and a 'can do' attitude
- An eagerness to learn and get the most out of the experience
- Have a sympathetic nature, with a willingness to help

Our Culture: At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History