



## **SCHEDULE 1**

### **As referred to in clause 2 of the Contract**

Job title:	Property Manager
Responsible to:	Cambridge Lettings Manager, Head of Lettings and Investment
Place of work:	Office based, you will be required to visit sites in and around Cambridge
Objective:	To provide a comprehensive and efficient administrative service and day to day management of portfolio of properties.
Experience:	Experience of working in the property industry/similar role essential.

#### **Main Duties & Responsibilities**

- Manage and oversee an allocated portfolio of properties
- Communicate with Landlords and Contractors regarding properties and any maintenance works required/actions to be undertaken, resolving accordingly (carry out visits to the properties as necessary)
- Arrange and attend Property inspections, providing feedback to Landlords (inspection reports)
- Prepare and process tenancy renewals and contractual paperwork
- Arrange deposit deductions, dealing with disputes as they arise
- Carry out rent reviews accordingly
- Check and authorise invoices and utility payments
- Represent the Landlord in negotiations with current and prospective tenants
- Provide regular feedback to Tenants and Landlords
- Organise property change overs (cleaning, gardening, maintenance, decorating etc.)
- Work with the Landlords to ensure that all properties are compliant and up to date with current Health & Safety legislations
- Facilitate the move in process
- Assist with the management and maintenance of the client database to ensure it is kept up to date and accurate
- Assist with business generation
- Be proactive and demonstrate skills to undertake new business as well as retaining current business
- Establish and maintain client relationships
- Dealing with all phone and email queries promptly
- Assist with any other reasonable duties as required in relation to the needs of the business

Redmayne Arnold & Harris reserve the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.