



### **Lettings Department - Job Description**

Job title:	Lettings Administrator
Responsible to:	Cambridge and Great Shelford Lettings Managers
Place of work:	Cambridge Office
Objective:	To ensure the efficient running of the administration requirements for the Lettings Department
Experience:	Previous experience of working in the property industry/similar role desirable but not essential

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

Assistance with Lettings administration to include the following but not limited to;

- Input of tenancy, Landlord and property details into company software
- To oversee board management
- Ensure the departmental property boards are accurate at all times
- Compiling of move in packs ahead of 'sign up' meetings
- Overseeing filing and file management
- Overseeing key management and security
- Registering new tenants with utility companies and deposit protection schemes
- Processing/administration of utility bills and invoices
- To manage office supplies (i.e. stationary items)
- Undertake post distribution
- To undertake any other reasonable duties as required

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.

**Last updated: May 2018**