



**JOB** Property Manager  
**COMPANY** eddisonwhite [www.eddisonwhite.co.uk](http://www.eddisonwhite.co.uk)  
**LOCATION** London, SW19 (3 branches)

## COMPANY OVERVIEW

Established in 2004, eddisonwhite is a privately owned residential Sales, Lettings and Property Management agency with branches in the popular areas of Wimbledon SW19, Colliers Wood and Morden covering surrounding areas such as Tooting, South Wimbledon, Wimbledon Park, Raynes Park and Mitcham.

## POSITION OVERVIEW

eddisonwhite are looking to expand their team and appoint a competent and customer focused Property Manager to embrace all aspects of this increasing lettings and property management portfolio, mainly based at their Wimbledon branch. As an independent we are looking for people with the skills and desire to gain responsibility and progress their career in the future.

## JOB DESCRIPTION

The Property Manager will be required to deal with the day to day management of their allocated properties within the Residential Lettings portfolio, including a wide range of properties from studio apartments to period family homes. The requirement is for a proactive, versatile and self-assured individual who will be able to carry out tasks through to a successful conclusion. The successful candidate will be organised, efficient, able to work quickly and accurately under pressure whilst maintaining excellent customer service at all times.

## KEY DUTIES AND RESPONSIBILITIES

- Daily liaison with tenants, landlords and contractors; dealing with questions, complaints and updates.
- References & move-ins
- Appointment and monitoring of contractors.
- Contractor invoice checking and sign off from landlords.
- Carrying out property inspections using ipad and software, reporting to landlords and tenants.
- Updating of specified areas of the property management database
- Ensuring tenant / contractor / landlord compliance with statutory and contractual obligations (EICR, Gas safety, EPC etc)
- Managing any Section 8 and 21 notices and disputes
- Producing tenancy extensions and managing renewals.
- Providing property management advice within area of expertise to existing and potential clients.
- Organising gas safety certificates, electrical certificates and EPCs.
- Organising quotes for repair / maintenance on behalf of landlords and overseeing works.
- Arranging inventory check in and out reports.
- Any other duties as reasonably required from time to time.



## REQUIREMENTS

In addition to a passion for property & people, the successful applicant must be commercially minded & have a:-

- Ideally be Level 3 / ARLA qualified
- Strong work ethic and ability to work without supervision
- Ability to drive (own car preferable)
- Previous property management experience required.
- Excellent computer skills and experience using Property software (preferably Vebra Alto)
- Highly organised, ability to handle a number of different issues at one time
- Team player / happy to help with all aspects of the business as and when required
- Clear verbal & written communication skills
- Be resilient, able to remain calm under pressure and work to deadlines
- Enjoy speaking on the phone and building relationships with our tenants & landlords
- Ambition to progress themselves and the department

## BENEFITS

£25k-29K (depending on experience)

28 days holiday including Bank Holidays

Company pension

Ongoing Training & development

## WORKING DAYS/HOURS

Monday – Friday 9am-6pm

Work Saturdays on a rota (every third off)

Saturday 9am – 4pm (with an agreed day off in the week)