

# MOORE ALLEN & INNOCENT

## LETTINGS ASSISTANT - CIRENCESTER

### About the Role

An exciting opportunity has arisen for a Lettings Assistant to join the existing multi award-winning Residential Lettings team, working from our Cirencester office.

The full-time role is varied and often fast paced with those applying needing to demonstrate excellent telephone and communication skills. You will often be the first point of contact for many of our clients and be a key player in negotiating and processing tenancy arrangements, ensuring that procedures at all stages are completed effectively and efficiently. Other duties will include coordinating and undertaking day to day administration associated with our residential letting and property management portfolios, as well as maintaining regular contact with landlords, tenants, applicants, etc.

The contracted hours of work are Monday to Friday, 9 – 5.30 pm and Saturday 9am – 4pm (1 in 4).

**Package – £20,000 - £22,000** subject to experience

### About Us

Moore Allen & Innocent Lettings team are consistently ranked No. 1 in our area with a reputation built on trust, integrity and personal service. As a firm we are a long established (since 1845) and prestigious independently owned auctioneer, land and estate agent with 3 Cotswold offices covering property sales & auctions, lettings & property management, agricultural and commercial professional services and furniture and fine art auctions. As part of this, Moore Allen & Innocent provide professional independent advice concerning all aspects of residential property rental, from the letting of individual cottages, houses and flats to the management of estates and portfolios.

### About You

You will be a confident, outgoing self-starter with a 'can-do' attitude, who likes to be kept busy and who proactively seeks out opportunities to promote the lettings department as well as our wider business.

You must be able to work with and support team members efficiently and effectively in a busy environment with the ability to meet set targets.

The successful candidate will be organised, efficient, able to work both independently and within a team, and be driven to achieve outstanding results.

Smart personal presentation, enthusiasm and a good sense of humour are essential as are the abilities to communicate effectively both orally and in writing.

You should have good attention to detail and be IT literate with a sound knowledge of Microsoft Office applications including Outlook, Word & Excel.

This role may also involve some mobile work and therefore a full driving licence is desirable.

### Interested?

Please email: [sue.farrier@mooreallen.co.uk](mailto:sue.farrier@mooreallen.co.uk) or call us on 01285 648109 for more details, please provide a covering letter /email outlining why you feel you are best suited for the role.