

RECRUITMENT OPPORTUNITY

LETTINGS NEGOTIATOR (PART-TIME)

THE COMPANY

BCM Wilson Hill is a warm and dynamic company supported by multiple offices looking to enhance and grow our Lettings and Sales services over the next five years.

With four offices based near Winchester, Newbury, in Petersfield and on the Isle of Wight, we are well-placed to grow our reputation and presence over the coming years. Originally established through outstanding services in Rural Consultancy, we have developed organically to provide three other key services: Sales & Lettings, Planning & Development and Architecture & Design. With over 20 years of experience and a team of 50 experts, we pride ourselves on being friendly, professional and client-focused.

This position is office-based only at our Winchester office (Sutton Scotney) in a rural setting with plenty of parking and easy access to A34, A303 and M3.

THE POSITION

Hours: 30 hours per week (spread over 5 days).

You will be a key team member of the busy and friendly residential lettings team and will have your own responsibilities as well as assisting and working closely with the team on all departmental administration and processes.

An illustration of your primary responsibilities are:

Handle lettings enquiries, carry out viewings, inspections and appraisals (where appropriate) and to oversee the lettings process from initial enquiry to tenancy commencement.

You will be involved in producing tenancy agreements, references, compliance, offer letters, correspondence to landlords and tenants and landlord inspection reports (subject to industry qualifications).

You will liaise and build professional relationships with landlords, tenants and contractors.

Once familiar with the role you will be guided on how to help the department with providing accurate information to our lettings accounts team at The Letting Partnership to include uploading invoices, matching works orders, rent increases, new tenancies and assist with information for NRL tax purposes. This will also include monitoring and following up on rent arrears including discussing and setting up resolutions with tenants and landlords where necessary.

THE CANDIDATE

You are likely to have the following:

A minimum of 2 years' experience in residential lettings and a strong knowledge and understanding of the lettings industry.

Ideally ARLA qualified but if not, then a willingness and ambition to become so with the full support of the Company.

Previous experience of Alto (or similar lettings software) and an understanding of how lettings accounts operate.

Excellent administrative and communication skills.

Solid understanding of residential lettings industry and procedures and good mathematical skills.

Strong interpersonal skills and confidence in liaising with landlords, tenants and contractors.

Diligent team player with initiative and client service focus.

HOW TO APPLY

Please send your CV and covering letter to [Fiona Nash \(fnash@bcmwilsonhill.co.uk\)](mailto:fnash@bcmwilsonhill.co.uk).

All enquiries and applications will be treated on a strictly private and confidential basis.