

## **Job Title – Inventory Panel Manager (are you an Inventory Clerk looking for an office job?)**

### **ARPM**

ARPM are the UK's leading provider of outsourced lettings solutions and act for many of the UK's leading lettings and property businesses.

We have recruited experienced inventory clerks to join our approved network and undertake work across the UK to meet the needs of our growing client bank.

ARPM are a specialist company offering outsourced services exclusively to estate and letting agents. ARPM gives its partner estate agents flexibility and freedom to benefit from a rewarding lettings business without having to worry about administration, legal obligations, maintenance and money collection. Our clients range from independent agents to the largest UK estate agency franchisor and our services cover the whole of the UK

### **Job Description**

We are looking for a highly organized and motivated individual to manage our national panel of Inventory Clerks and Domestic Energy Assessors. You will be managing our software to co-ordinate inventory and epc bookings for our bank of estate agency clients across the UK. The role will require an individual with great communications skills to manage contractors, clients and to liaise with ARPM departments such as accounts and lettings administration.

### **Job Details – Overview**

- Full time position: Monday to Friday: 9.00am– 6.00pm
- 4 month probationary period
- Location – Office based, Rickmansworth
- Salary range £18,000 - £22,000 p.a. depending on experience

### **About You - Experience Required**

You will be looking for a new and exciting challenge and will be:

- Capable, well organized, well presented and confident
- Have a minimum of 2 years experience in carrying out inventory makes, check ins/check outs for residential estate agents. Your experience can be either from carrying out sub contracted work or working for an estate agency as an in house operative.
- Have advanced experience in MS Excel, Word and Outlook

### **Career Progression**

There are excellent opportunities to grow with the company with the following suitable roles:

- Senior Panel Administrator
- Property Manager