

Job Title - Experienced Lettings Administrator (Letting Agency)

Job Description

An exciting opportunity has arisen within our Lettings Administration department for an Administrator. This is a varied role with tasks such as dealing with partner agents and referencing tenants, liaising with landlords to handle pre-tenancy negotiations. Or Panel management of our contractors, inventory clerks and DEA's – booking in jobs, liaising with contractors, checking reports and managing our subcontracted services.

About ARPM

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 Details – Overview

- Full time position: Monday to Friday: 9.00am– 6.00pm
- 4 month probationary period
- Location – Office based, Rickmansworth (note – you do not carry out any inspections)
- Salary range £17,000 - £20,000 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 a residential lettings administration role within an estate agency OR similar administration experience in a different field dealing with clients and third party companies
- Have advanced experience in MS Excel, Word and Outlook
- The ideal candidate will be ARLA qualified and have experience of Gemini software (VTUK)

Career Progression

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

- Senior Lettings Administrator
- Panel Administration Manager