

**Job Title Property Manager (Letting Agency)
Post Graduate Position**

Job Description

An exciting opportunity has arisen within our Property Management department for a Property Manager. Taking on the day to day management of your own portfolio (supervised by the Senior Property Manager), this role needs someone with good organisational skills and administrative ability, who will approach a demanding workload with relish.

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 £16,000 - £18,000 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
- Achieved a degree classification of 2:1 or higher in a property related degree
- Work experience within property/estate agency field (preferable)
- 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:

- Property Portfolio Manager
- Senior Portfolio Manager