

Do you have a hectic lifestyle?

Is your home work balance a challenge?

Then a career in property management with Orchard & Shipman could be the answer.

We are a long-established company (30 years!) with a refreshingly innovative approach to doing business. We are currently looking for home-based property managers across different locations in the UK.

In addition to the back up of a professional friendly team, extensive ongoing training (leading to an ARLA qualification), laptop and all the stuff you will need to do your job we also provide very flexible working conditions allowing you to build the job around your lifestyle.

We are offering the opportunity for someone to manage their own portfolio all the way from move-in to move-out and everything in between. This is the ideal role for someone who loves variety, problem-solving and meeting new people.

If this sounds like the role for you; we'd love to hear from you, once you've sent us your application one of our friendly Talent Acquisition Team will give you a call to discuss this great opportunity!

Key Responsibilities of the Property Manager

- Dedicated Property Manager responsible for marketing, viewing and letting properties in your local area – you will be the 'go to' company representative in your location
- Being flexible with your diary and time management in order to maximise viewings and move in tenants; as efficiently as possible and complete quarterly visits as required
- Great opportunity to earn an attractive commission when you introduce new landlords onto the different products we offer
- To work closely with the support team on the requirements needed for each property, ensuring great communication and positive team contribution.
- To ensure quality control of the content that is going out to all Orchard & Shipman customers.

About you

- Bright and hardworking individual in order to fit in well with the rest of the dynamic team.
- Able to work on your own and from remote locations.
- To have a basic understanding of CRM systems
- Strong negotiation and interpersonal skills.
- Enthusiastic and Proactive attitude
- Full UK driving licence and access to a car
- Standard DBS check, satisfactory references and security clearance
- Experience within an accommodation or customer service business desirable
- Knowledge and understanding of lettings & property management desirable

In return we can offer you the following benefits:

- The opportunity to work from home

- The opportunity to work very flexible hours to work around your lifestyle
- The opportunity to earn commission
- All training provided; remote and face to face support from your team and manager
- Generous holiday package + your birthday day off!
- Access to exclusive employee benefits and discounts through Perkbox!
- Life Insurance (up to 4x your salary)
- Travel expenses
- Staff functions

Job Title: Property Manager

Location: Home – Based (Various Locations across UK)

Job Type: Full Time, Permanent

Hours: 37.5 hours per week, to be flexibly worked between Monday to Saturday as per the needs of the client

Salary: Competitive with uncapped commission

Benefits: 25 days (22 + 3 for Christmas); Birthday day off; 1 additional day per complete calendar year of service up to a maximum of 5; 8 statutory bank holidays.

Auto-enrolment Pension Scheme (subject to eligibility criteria and following 3 months in service); Life Insurance; Employee Assistance Programme; Child Care Vouchers; Cycle to Work Scheme; Perkbox.