



Join Our Award-Winning Team! Exciting Opportunity for a Lettings Administrator

Are you a highly organised and enthusiastic individual seeking a rewarding part-time role within a dynamic, award-winning lettings team? We're looking for you!

We have a rare opportunity for a dedicated Lettings Administrator to join our thriving Property Management Department. You'll play a crucial role in supporting our team, handling a variety of essential administrative tasks.

Your Responsibilities Will Include:

- **Seamless Viewings & Feedback:** Coordinating and managing property viewings, and providing timely feedback to landlords.
- **Efficient Tenant Processing:** Managing tenant applications from initial viewing through to move-in, ensuring a smooth process.
- **Utility Management:** Processing and managing tenancy start and end utility notifications.
- **Team Collaboration:** Integrating and working closely with the lettings and management teams, contributing to a cohesive and supportive environment.
- **Daily Administration & Call Handling:** Providing efficient administrative support and handling calls within the rental team.

We're Looking For Someone Who Possesses:

- **Meticulous Attention to Detail:** Ensuring accuracy and efficiency in all tasks.
- **Exceptional Time Management:** Prioritising tasks and meeting deadlines effectively.
- **Proactive & Positive Attitude:** Approaching challenges with enthusiasm and a "can-do" spirit.
- **Excellent Communication Skills:** Building strong relationships with clients and colleagues.

What We Offer You:

- **Supportive & Energetic Team:** A positive and collaborative work environment.
- **Career Growth Opportunities:** Potential for professional development and advancement.
- **Competitive Salary:** Rewarding package.
- **Company Pension Scheme:** Secure your future with our pension plan.

Part-Time Position: Tuesday, Thursday, Friday (9:00 am - 5:30 pm) plus 1 in 4 Saturdays (9:00 am - 2:00 pm) and holiday cover.

We need a punctual, self-motivated individual who can manage their own workload and is committed to this role.

Apply Now! Please send your CV and covering letter to dave@timothyabrown.co.uk

Application Deadline: Friday 2nd May 2025

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