

<https://www.broomheads.com/job/lettings-coordinator/>

## Lettings Coordinator

### Description

The role would require you to work closely with all members of the team to ensure that Broomheads provide an efficient service relating to general enquires, administration, receiving rental payments and assessing application paperwork, whilst maintaining our high customer service levels.

### Responsibilities

- To update the database with new property details and produce relevant documentation to submit to landlord and external organisations as required
- To ensure that any amendments and updates are dealt with in line with internal processes that are in place
- To update relevant data using spreadsheets to collate figures where required
- To arrange viewings and valuations as required and update database and diaries with relevant information
- To process all email enquiries in line with internal procedures in a timely manner and to try and maximize return from them
- To deal with any payments received in the office and/or over the telephone from tenants, landlords and vendors
- To ensure that all application and Right to rent forms are fully completed to include any relevant supporting documentation
- To deal with landlords' decisions promptly so that records are as up to date as possible on the database
- To arrange moving in with tenant and ensuring that they are aware of monies to paid, services to be contacted and any Benefit issues that may be relevant
- To process all paperwork, monies and keys with tenant in office on moving in day

### Essential skills:

- To be professional at all times
- To be self-motivated and organised
- To be fully IT literate in general admin packages

<https://www.indeed.co.uk/jobs?q=broomheads&l=Blackpool%2C%20Lancashire&advn=7859350496401017&vjk=4ad90b4374d3f272>

### Hiring organization

Broomheads Estates

### Job Location

274 Church St, FY1 3PZ, Blackpool

### Working Hours

Week 1 Monday to Saturday 9:00am to 5:00pm with Thursday as day off alternating with Week 2 Monday to Friday 9:00am to 5:00pm and 1 in 12 Sundays 9:00am to 1:00pm – average hours per week 38

### Base Salary

£ 17,000.00-£19,000.00 per year

### Date posted

October 14, 2020