

**\*\* NEW JOB\*\*** A well-known Property company are seeking a Lettings Co-ordinator. Based in Wandsworth and paying up to £22,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Lettings Co-ordinator

Location: Wandsworth

Salary: Up to £22,000

### **Job description:**

#### **KEY ACTIVITIES**

##### **Landlord and Applicant Care**

- Deal with incoming calls as appropriate
- Applicant care in line with company procedures
- Efficiently deal with landlord and tenant enquiries
- Visiting available properties
- Registering applicants on the phone and walk ins
- Meet and greet all people entering the office as appropriate
- Arranging and carrying out viewings as required
- Send new property details on new instruction

##### **Pitches**

- Booking in pitches taking all necessary information
- Confirm pitch appointment with landlords as appropriate
- Preparing pitch packs
- Preparing comparables as appropriate
- Sending pitch reports and letters
- Arranging and carrying out any re-evaluation of any re-lets and prepare for remarketing
- Ensure the team is aware of any terminations and the relevant action is in place

##### **On instruction**

- Liaising with photographers, existing tenants and landlords regarding appointment
- EPC's and floor plans – order and insert EPC's, photographs and floor plans on REAPIT and web
- Making brochure for the property
- Send brochure to clients for confirmation of agreement to live advertising

