



# Lambert & Foster

## RECRUITMENT

# Full Time Lettings Administrator

Lambert & Foster are looking for a committed and passionate individual to join the firm's residential lettings department in Cranbrook.

The candidate will support the lettings team in administering all matters of day-to-day property management, including organising repairs, carrying out routine inspections and liaising with Tenants. The role will extend to providing additional support on other aspects of the lettings process, to include dealing with routine enquiries from landlords, tenants and applicants.

Lambert & Foster's success is the result of our people and their hard work and contribution. Alongside an exciting, rewarding and collaborative working environment, a competitive package will be on offer. If the candidate is minded to do so, they will be supported by the business to achieve the ARLA Level 3 qualification.

This vacancy would be suited to someone looking for the next step up in their career or someone who is already established in a similar property management role. Either way, the suitable candidate must pride themselves in delivering a professional service and acting with honesty and integrity at all times. Experience in property management or residential lettings is preferred.

SEE FURTHER DETAILS OVERLEAF

**Salary:** Dependent on experience, with the opportunity for commission.

**Working hours:** Full time to include one - two Saturdays a month with days off in lieu.

**Reporting directly to:** Head of Residential Lettings

**Location of role:** Cranbrook, Kent

**Deadline for application:** 9.00am on 30th April 2025. Applications to [myfuture@lambertandfoster.co.uk](mailto:myfuture@lambertandfoster.co.uk) with cover letter and accompanying CV.

NO RECRUITMENT CONSULTANTS / AGENCIES.



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## KEY SKILLS

- Excellent communication skills, both written and verbal.
- High standard of customer care and service provision.
- Attention to detail and be able to work under pressure.
- Good IT skills.
- A full driving licence and own car.

## JOB REQUIREMENTS

The job will include:

- Undertaking routine property inspections and dealing with matters of property maintenance.
- Raising works orders for repairs and coordinating works with approved contractors.
- Overseeing major works with the support of inhouse Chartered Surveyors.
- Advising Landlords on works necessary to prepare a property for letting, including adhering to matters of regulatory compliance.
- Dealing with routine enquiries from Landlords and Tenants.
- Supporting the rest of the Lettings team in the delivery of an excellent end-to-end lettings service.

*Lambert & Foster is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity position.*

## FURTHER INFORMATION

**[WWW.LAMBERTANDFOSTER.CO.UK/RECRUITMENT](http://WWW.LAMBERTANDFOSTER.CO.UK/RECRUITMENT)**