

BALWIN PROPERTIES IS RECRUITING



Client Liaison Assistant (Rentals)

QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric
- Valid Drivers License
- 3-5 Years working experience
- Experience Type: Rentals and Admin

Position Type:	Permanent
Job Role:	Client Liaison Assistant
Location:	105 Corlette Drive, Gauteng
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY DELIVERABLES

- Advertising all available apartments on various platforms.
- Processing of new tenant applications
- Preparation of Lease Agreements, for new tenants and lease renewals
- Dealing with outstanding collections
- Dealing with tenant queries
- Dealing with maintenance snags of apartments
- Assisting with check-in / out inspections
- Assisting with move in/out requirements
- Scan and save checkout inspections
- Updating information on various schedules.
- Opening and billing of new tenant accounts on MDA / Payz
- Update MDA / Payz monthly
- Check monthly invoicing
- Processing of deposit refund forms
- Saving and labelling documents
- TPN updates and credit reports

SKILLS AND TRAITS

- Attention to detail
- Able to work under pressure
- Adhere to deadlines
- Good interpersonal skills
- Quick learner
- Reliable and dependable.
- Organised and multi-tasker
- Good problem solving skills
- Good communication skills - good command of english both verbally and in writing.

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

