





# BALWIN PROPERTIES IS RECRUITING


























## Client Liaison (Rentals)

### QUALIFICATIONS & EXPERIENCE REQUIRED















-  Matric and/or relevant diploma
-  Valid Drivers License and own Vehicle
-  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

-  Listing all available units on Private Property/Property24.
-  Ensuring all necessary documentation is received.
-  Requesting reference checks on tenants.
-  Checking for any defaults/Judgements.
-  Ensuring that correct information is added to lease.
-  Ensuring that the correct deposit is billed.
-  Sending leases in PDF format to tenant.
-  Updating vacating schedule once lease is sent and received.
-  Listing new units with the approved pricing on vacating schedule.
-  Sending weekly updates to Sales Agents.
-  Sending welcome packs to agents / prospective tenants.
-  Sending lease agreements to Agents / prospective tenants.
-  Updating the vacating schedule when lease is sent and received.
-  Ensuring that the signed lease and payment is received back from tenant.
-  Communicating with tenants for renewals and negotiates lease period and increase percentages.
-  Sending lease renewals and rent increases to tenants that are renewing.
-  Checking the updated invoice schedule on a monthly basis.
-  Dealing with account queries that tenants may have.
-  Dealing with tenants' complaints and snags in a professional manner.
-  Referring any complaints to the appropriate people (Estate Manager/Maintenance/Manager).
-  Loading maintenance issues on the snag portal.
-  Ensuring all deposits are billed correctly and according to lease agreement signed.
-  Assisting Conveyance Attorneys with all documents required for registration.

### SKILLS AND TRAITS

-  Honesty, integrity and discretion
-  Confidentiality is essential
-  Meticulous attention to detail and accuracy
-  Problem solving skills
-  Presentable
-  Computer Literate
-  Deadline driven
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Good interpersonal skills
-  Be able to work as a team and independent
-  Excellent time management
-  High sense of urgency
-  Reliable

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

