

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

