

Do you live in or around **Kensington** and have an interest in working in the property industry? Are you inquisitive, with a keen eye for detail? Do you want to manage your own time and have the flexibility to work hours that suit you?

We are looking for a freelance, self-employed inventory clerk who can work autonomously for our clients. The role can begin on a part-time basis and could evolve to full-time. This is a good opportunity for someone with free time who wants to earn some extra money or someone who has been out of the workforce and needs a starter role to have for their CV.

### **Key Duties & Responsibilities**

To carry out property inventories, check-ins/check-outs and mid-term property inspections in line with agreed timescales and service standards

To compile and submit reports from these inspections via our in-house software ensuring that all reports are accurate and complete

To collect and return keys to and from estate / letting agents ensuring they are returned immediately following the inspection

To meet tenants or agents at the properties at agreed times

To ensure that all appointments are attended on time

### **Skills / Attributes**

- Professional, punctual
- Reliable. Attentive to detail
- A self-starter who can work unsupervised
- A “can do” problem solver
- Well organised, able to meet deadlines
- Good verbal and written skills. Fluent in spoken and written English.
- Computer literate with basic typing skills for report writing
- Able to work flexibly and Saturdays

- A car owner with a valid driving license or able to travel by public transport
- Experience in property lettings/inventory: (Preferred)

### **Remuneration**

You are paid a set rate per report and will be fully self-employed.

**It is important for you to live in Kensington and Chelsea or are nearby.**

Please send a CV and your availability to **[kensington&chelsea@nolettinggo.co.uk](mailto:kensington&chelsea@nolettinggo.co.uk)**