

No Letting Go Leicester is looking for a full/part-time self-employed inventory clerk.

Full/ Part time - Self Employed

Remuneration: You are paid a set rate per report and will be fully self-employed. Hours flexible, school hours available and also suitable for semi-retired. Once trained you can expect to earn between £1000 and £1800 per month depending on hours worked.

Do you live in or around Leicester/ Loughborough and have an interest in working within the property industry? Do you have a keen eye for detail?

You will need your own transport, laptop and tablet.

Main Job Purpose: To carry out inventories and check in/check outs, property inspections and produce reports within agreed timescales and service standards.

Key Duties & Responsibilities:

- To collect and return keys to and from the Agent ensuring they are returned immediately following the inspection.
- To meet tenants or Agents at the properties at the agreed times for appointments
- To carry out inventories, check in/check out reports and 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 ensure that all appointments are attended on time and SLA's are met

Skills & Knowledge Required:

- Educated to a GCSE standard (or equivalent) with a minimum A-C pass in English and Arithmetic is desired but not essential
- A car with driving licence and willingness to broadly cover between Leicester, Loughborough and surrounding areas
- Articulate with excellent and clear communications skills. Professional, punctual and presentable
- Reliable and with a keen attention to detail/ observation skills
- The ability to work to strict deadlines, well organised and work under pressure in a fast-moving environment

- Ability to work flexibly within a standard working day, including some Saturdays
- Sound IT skills with the ability to learn new skills
- A “can do” attitude with excellent problem-solving skills with a diplomatic approach with customers
- Experience of the lettings industry or previous work as a property inventory clerk is preferable but not essential