

No Letting Go is the UK's largest provider of property inventory management services. We produce essential property reports for landlords, agents and property management throughout the tenancy cycle.

No Letting Go Milton Keynes are looking for an experienced inventory clerk .

**Main Job Purpose:** To carry out inventories and check in/check outs, and produce inventory reports within agreed timescales and service standards, on a self-employed basis.

- **Key Duties & Responsibilities:**

To collect and return keys to and from the Estate Agent ensuring they are returned immediately following the inspection

To meet tenants or agents at the properties at the agreed times

To carry out inventories and check in/check out reports in line with agreed timescales and service standards

To compile the inventory report and check in/check out reports via our in-house software ensuring that all reports are accurate and complete

To ensure that all appointments are attended on time

- **Skills & Knowledge Required:**

Educated to a GCSE standard (or equivalent) with a minimum A-C pass in English and Maths

A car with clean driving licence and willingness to broadly cover Milton Keynes, Bedford, and surrounding areas.

Articulate with excellent and clear communications skills

Excellent attention to detail and observation skills

The ability to work to strict deadlines and work under pressure in a fast moving environment

Ability to work within flexible hours and attend appointments at short notice

IT skills with the ability to learn new skills

Access to a PC/Laptop

A “can do” attitude with excellent problem solving skills and a diplomatic approach

Experience of the lettings industry or past work as an inventory clerk is beneficial but not essential as full training will be given.