

Inventory Clerk/Assessor

Covering South East London and Bexley areas

About us

No Letting Go is the UK's premium provider of inventory management services with over 92 offices throughout the UK. Our clients include letting agents, property managers, housing associations, and landlords. We are currently seeking a skilled and dynamic Inventory Clerk to join our team in Greenwich.

About the role

Inventory management is a fast-paced, varied role, and we are looking for an experienced inventory assessor to cover the South East London and Bexley region. The job is mostly home-based, requiring travel to attend property visits and conduct inventories, check-ins, and check-outs.

What you will do

- Conduct move-in inventories, check-outs, and mid-term property visits
- Arranging appointments with tenants
- Collect and return keys to and from agents ensuring they are returned immediately following inspection
- Compile reports via in-house software and quality checked before submission
- Work withing flexible hours and attend appointments at short notice
- Meet and greet new tenants

What we are looking for

- Educated to a GCSE standard with a minimum C pass in English and Math
- Good communication skills
- Excellent attention to detail and observation skills
- Ability to work to strict deadlines and work under pressure in a fast-moving environment
- Competent with an IOS or Android device
- A can do attitude with excellent problem solving skills
- A high standard of written and spoken English
- Inventory experience required or worked within the letting industry

This is a part-time role, with a 9:00-17:30 Mon-Sat working pattern.

A full driving licence and own vehicle is required.

Job Type: Part-time Part-time hours: 20 per week

Salary: self employed

Benefits:

- Free or subsidised travel

Schedule:

- Day shift
- Weekend availability

Work Location: On the road