





BALWIN PROPERTIES IS RECRUITING







Rentals Assistant

QUALIFICATIONS & EXPERIENCE REQUIRED













-  Matric
-  Valid Drivers License and own Vehicle a necessity
-  3-5 Years working experience
-  Experience Type: Rentals and Admin

Position Type:	Permanent
Job Role:	Rentals Assistant
Location:	Johannesburg/ Tshwane
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible









KEY DELIVERABLES

-  Units marketed and occupied timeously
-  Accurate leasing, billing and rental records maintained
-  Arrears and compliance processes executed correctly
-  Professional tenant communication and issue resolution
-  Smooth check-in/out and deposit refund process
-  Updated systems and schedules supporting operational efficiency

DUTIES AND RESPONSIBILITIES

-  Advertise and manage unit listings on property platforms and maintain accurate stock availability
-  Vet prospective tenants (affordability, references, credit checks and documentation)
-  Draft, issue and manage leases, renewals and notices
-  Maintain rental schedules, invoice schedules and system records (MDA/TPN)
-  Bill deposits, rentals, variable charges and ensure invoices are issued monthly
-  Manage arrears processes including demand letters and blacklisting where required
-  Coordinate tenant communication, queries, complaints and maintenance requests
-  Log and track snags and liaise with maintenance and estate management
-  Coordinate tenant check-ins and check-outs, inspections and deposit refunds
-  Ensure units are ready for occupation after vacating
-  Verify commissions, levy schedules and financial accuracy
-  Adhere to deadlines and support team operations where required

SKILLS AND TRAITS

-  Strong attention to detail
-  Able to work under pressure and meet strict deadlines
-  Organised with strong multi-tasking ability
-  Reliable and dependable
-  Quick learner with initiative
-  Strong interpersonal skills
-  Professional and client-focused approach
-  Effective problem-solving ability

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

