

# BALWIN PROPERTIES IS RECRUITING



## Rentals Liaison

### QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric and/or relevant diploma
- Valid Drivers License and own Vehicle a necessity
- 5 Years working experience
- Experience Type: Property Rentals and Admin

Position Type:	<b>Permanent</b>
Job Role:	<b>Rental Liaison</b>
Location:	<b>105 Corlette Drive, Gauteng</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

### KEY DELIVERABLES

- Listing all available units on Private Property/Property24.
- Ensuring all necessary documentation is received.
- Requesting reference checks on tenants.
- Checking for any defaults/Judgements.
- Ensuring that correct information is added to lease.
- Ensuring that the correct deposit is billed.
- Sending leases in PDF format to tenant.
- Updating vacating schedule once lease is sent and received.
- Listing new units with the approved pricing on vacating schedule.
- Sending weekly updates to Sales Agents.
- Sending welcome packs to agents / prospective tenants.
- Sending lease agreements to Agents / prospective tenants.
- Updating the vacating schedule when lease is sent and received.
- Ensuring that the signed lease and payment is received back from tenant.
- Communicating with tenants for renewals and negotiates lease period and increase percentages.
- Sending lease renewals and rent increases to tenants that are renewing.
- Checking the updated invoice schedule on a monthly basis.
- Dealing with account queries that tenants may have.
- Dealing with tenants' complaints and snags in a professional manner.
- Referring any complaints to the appropriate people (Estate Manager/Maintenance/Manager).
- Loading maintenance issues on the snag portal.
- Ensuring all deposits are billed correctly and according to lease agreement signed.
- Assisting Conveyance Attorneys with all documents required for registration.
- Dealing with outstanding amounts.

### SKILLS AND TRAITS

- Honesty, integrity and discretion
- Confidentiality is essential
- Meticulous attention to detail and accuracy
- Problem solving skills
- Presentable
- Computer Literate
- Deadline driven
- Ability to work well under pressure
- Excellent verbal and written communication
- Good interpersonal skills
- Be able to work as a team and independent
- Excellent time management
- Able to manage various deliverables
- Reliable

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

