



## PROPERTY MANAGER

JOB DESCRIPTION	
<b>Position Level:</b> Experienced	<b>Contract Type:</b> In-person only
<b>Duration:</b> Part-Time	<b>Location:</b> Liverpool, UK
<b>Maximum Hours/ Week:</b> 10 hours	<b>Wage:</b> £15 per hour

### KEY RESPONSIBILITIES

The Property Manager oversees the day-to-day operations of residential properties in Liverpool, ensuring high maintenance standards, legal compliance, and tenant safety. You will serve as the primary contact for tenants, landlords, and contractors, to manage repairs, inspections, and tenancy agreements delivering a professional, responsive service.

- **Portfolio & Maintenance Management:** Manage a residential property portfolio across Liverpool, ensuring prompt responses to maintenance issues, urgent repairs, and emergency situations.
- **Compliance & Safety Assurance:** Ensure all properties strictly adhere to legal requirements, including the management of safety certificates such as Gas, EICR, PAT, and fire alarms.
- **Contractor Coordination:** Liaise with contractors to obtain quotations and provide end-to-end supervision of repairs, refurbishments, and planned upgrades.
- **Tenancy Lifecycle Administration:** Handle all tenancy matters, including check-ins, check-outs, deposit processing, lease renewals, and professional dispute resolution.
- **Property Inspections & Reporting:** Conduct regular site inspections and produce detailed reports to keep landlords informed of property conditions and required actions.
- **Financial Monitoring:** Support budgeting and forecasting for maintenance while monitoring rent payments and following up on arrears as necessary.

- **Stakeholder Communication & Documentation:** Maintain positive tenant relationships and accurate property records, logs, and files in line with organisational policy.

## **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- **Residential Management Expertise:** Minimum 2 years' experience in property management with a deep understanding of UK tenancy legislation, safety compliance, and independent portfolio oversight.
- **Operational & Technical Proficiency:** Proven competence in conducting property inspections, generating detailed reports, and coordinating contractors for maintenance and repair works.
- **Advanced Organisational Leadership:** Strong organisational and communication skills, with a demonstrated ability to manage multiple properties and stakeholder relationships effectively.