

Property Manager- HMO properties

Location: Stepney Green

Working: Full-time, Monday to Friday 9:00am - 5pm

Optional: With 1,2 Saturdays per month, paid as overtime

This is a fully office-based role

We're looking for an organised and proactive Property Manager to join our growing HMO property management team. You'll be responsible for your own portfolio of shared houses, ensuring an excellent tenant experience and smooth day-to-day operations.

Key Responsibilities

- Manage a portfolio of HMO properties across London.
- Act as the main point of contact for tenants, ensuring prompt and professional communication.
- Coordinate maintenance works with in-house and external contractors.
- Coordinate and supervise cleaners assigned to your portfolio, assist with others.
- Monitor cleaners and maintenance performance and employee records.
- Carry out regular property inspections and follow up on any issues identified
- Manage compliance to ensure they are all up to date, including HMO licences, gas safety checks, EPCs, and EIRC are compliant as per all required safety guides.
- Liaise with landlords and tenants, internal service operations staff, external contractors over maintenance issues, regularly briefing all required departments and parties.
- Support move-in/outs, with other departments to ensuring a smooth process for all tenants.
- Review and approve contractor invoices within budget limits, or with landlords.
- Work closely with other departments to deliver excellent results.
- Ad-hoc requirements

What We're Looking For

- Previous experience in property management, with HMO experience preferable, housing laws.
- Strong organisational and communication skills, with a strong focus on customer care.
- Ability to prioritise and manage a busy workload with a practical, solution-focused mindset.
- Confident using property management systems (e.g. Fixflo or similar), inspection software and other computer systems.
- ARLA qualification desirable, although not mandatory.
- Excellent English written and verbal skills

Benefits

- Vibrant office environment and fresh fruit on offer daily.
- Birthday Day off, Wellness Day along, eye test* and various benefits & discounts packages.
- Additional annual leave, and sickness pay accrual with length of service.
- Summer and Winter annual company parties, other activities.

We cannot sponsor for this role.