

Property Manager – HMO lettings

Working: The role is full-time, Monday to Friday 9:00am - 5pm

Optional: With 2 Saturdays per month, paid as overtime

Property Manager (HMO Portfolio)

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.

Who are we!?

City Rooms is London's most prominent provider of co-living accommodation. We have provided thousands upon thousands of Londoners with best value accommodation that the city has to offer.

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.
- Supervise cleaners assigned to your portfolio, maintaining high standards in communal areas.
- Carry out regular property inspections and follow up on any issues identified.
- Ensure all properties remain compliant with HMO licensing and safety regulations.
- Support move-ins and move-outs, ensuring a smooth process for all tenants.
- Review and approve contractor invoices within budget limits.
- Work closely with the Lettings, Maintenance, Cleaning teams to deliver excellent results.

What We're Looking For

- Previous experience in property management, with HMO experience is a strong advantage.
- Strong organisational and communication skills.
- Ability to prioritise and manage a busy workload.
- Confident using property management systems (e.g. Fixflo or similar).
- A practical, solution-focused mindset.
- Professional attitude with a strong focus on customer care.
- ARLA qualification desirable, although not mandatory.

We offer our employee the following:

- Friendly open plan office, with music and daily fresh fruit
- 1 day off on your birthday and 1 wellness day off per year* and regular eye tests
- Benefits Discount scheme; shops, holidays, restaurants, access to GP & Counselling service
- Additional holiday and SSP top up accrual with length of service*.
- Summer and Winter annual party, other company events.
- Shutdown between Christmas & New Year*.