

Maison - Property Manager

Welcome to Maison

Maison is a thriving independent lettings business based in Cardiff and we are looking for a Property Manager to manage an existing portfolio of properties. Maison have an excellent reputation with our clients and we want someone to join the team who is focused on delivering an excellent client service.

Culture

We build strong relationships with our customers.

We keep things simple.

We support each other to do our best - we improve and grow together.

We work as a team to meet our goals as a company.

We are always looking to innovate and find solutions to any problems.

We think strategically and encourage each other to be confident in the decisions we make.

We make balanced and accurate decisions based on our analysis.

We are passionate about our work - we want to make a difference.

About the role

You will be the main point of contact for both landlord and tenants and you will handle a full range of duties during the tenancy.

You will advise landlords on legislation and compliance regarding tenancies.

You will meet landlords and tenants to ensure we maintain strong relationships and deliver excellent client service.

You will oversee the day-to-day maintenance of our leasehold properties and handle any client queries.

You will carry out regular site visits to ensure all buildings are in good order and complete inspections reports.

What we are looking for

You are an excellent communicator.

You have good organisational skills and work effectively within time frames.

You use your initiative and have the ability to research and analyse situations.

You work well within a close-knit team.

You are passionate about building and maintaining strong client relationships.

You have excellent IT skills including Microsoft Office and Mac based systems.

You ideally have at least 3-5 years of experience as a property manager.

You ideally have knowledge of the Welsh language although not essential.

