

## **LETTING EXECUTIVE**

### **ABOUT US**

HassConsult is a leading real estate company with a 33-year legacy in the Kenyan market. We pride ourselves on creating and delivering innovative real estate solutions to drive wealth creation and lifestyle transformation for our clients.

### **POSITION OVERVIEW**

We are looking for a proactive and customer focused Letting Executive to join our team. The Letting Executive will be responsible for attracting and securing tenants for our properties, conducting property viewings, negotiating lease agreements, handling paperwork, and closing rental deals. This role requires excellent communication and negotiation skills and a strong understanding of the rental market and customer service principles.

### **KEY RESPONSIBILITIES**

1. Identify potential tenants through various channels and marketing strategies.
2. Conduct property viewings and showcase the features and benefits of each property to prospective tenants.
3. Build and maintain relationships with potential tenants to understand their needs and preferences.
4. Negotiate lease terms and rental rates with prospective tenants to secure rental agreements.
5. Prepare and review lease agreements, ensuring all terms and conditions are accurately documented.
6. Coordinate the move-in process for new tenants, including key handover and property inspections.
7. Provide excellent customer service to tenants throughout the tenancy process and address any concerns or issues promptly.
8. Keep up to date with market trends and rental rates to advise landlords on pricing strategies.
9. Collaborate with property owners and landlords to ensure their properties are marketed effectively and attract quality tenants.
10. Maintain accurate records of rental inquiries, property viewings, and lease agreements.

### **QUALIFICATIONS**

1. Bachelor's degree in real estate or similar degree.
2. At least three years' previous experience in property letting or a related field.

3. Strong sales and negotiation skills.
4. Excellent communication and interpersonal abilities
5. Detail-oriented with strong organizational skills.
6. Ability to work independently and manage multiple tasks effectively.
7. Knowledge of rental market trends and regulations.
8. Proficiency in real estate software, CRM and Microsoft Office applications.

#### **HOW TO APPLY**

Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience to [careers@hassconsult.com](mailto:careers@hassconsult.com) by 1st July 2024 with the words "Letting Executive" in the subject line.