

LETTING MANAGER

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 seeking an experienced and dynamic Letting Manager to lead our letting team and oversee the rental process for our properties. The Letting Manager will be responsible for managing a team of Letting Executives, developing and implementing rental strategies, maintaining landlord relationships, ensuring occupancy rates, and optimizing rental income. This role requires strong leadership skills, industry knowledge, and a focus on achieving leasing targets and customer satisfaction.

KEY RESPONSIBILITIES

1. Lead and manage a team of Letting Executives to achieve leasing targets and deliver exceptional customer service.
2. Develop and implement rental strategies to attract and retain quality tenants for our properties.
3. Monitor market trends and rental rates to ensure competitive pricing and maximize rental income.
4. Maintain relationships with property owners and landlords to understand their objectives and preferences.
5. Oversee the rental process from property marketing and tenant screening to lease negotiations and move-in.
6. Analyze occupancy rates, rental performance, and market demand to make data-driven decisions.
7. Provide guidance and support to Letting Executives in handling tenant inquiries, property viewings, and lease agreements.
8. Conduct regular performance reviews, training, and development opportunities for the letting team.
9. Ensure compliance with rental laws, regulations, and company policies in all leasing activities.
10. Collaborate with other departments such as property management, maintenance, and finance to streamline operations and enhance tenant experience.

QUALIFICATIONS

1. Bachelor's degree in real estate, business administration, or a related degree.
2. At least three years of previous experience in property letting or a similar role with a focus on leasing and tenant relations.
3. Strong leadership and team management skills.
4. Excellent communication, negotiation, and problem-solving abilities
5. Ability to analyze data, set goals, and drive results to achieve leasing targets
6. In-depth knowledge of rental market trends, landlord-tenant laws, and leasing practices

7. 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 by 1st July 2024 with the words "Letting Manager" in the subject line.