



Trainee Letting Agent

Ayr

We have an immediate requirement for a Trainee Letting Agent to join our team covering Ayr and surrounding areas.

This role has been created in response to increasing client demand within the business and offers the right candidate an excellent opportunity to get a good grounding of primarily the letting side of our business. We are seeking a self-starter who will hit the ground running with a "can do" approach.

As Trainee Letting Agent, you will work as part of a small team responsible for all move-ins (including lease signings and associated reference checks), property viewings, periodical inspections, checkouts (at the end of a tenancy) and inventories.

Portfolio management support will also be integral. This will include liaising with contractors to arrange repair works, coordinating key release(s) and liaising with insurance companies on behalf of landlords.

Clyde is looking to add to its existing letting portfolio in Ayrshire, therefore, the role requires a flexible, reliable and hard working individual to complement existing staff.

We are ideally seeking a well organised individual who will confidently pick up all aspects of the role with relevant training which will be provided.

We anticipate core hours for the role will be Monday to Friday 9am to 5pm. You will also be required to participate in branch rotas as required by management.

N.B. The role will be offered on a fixed term 6 month contract basis with a view to going permanent thereafter.

If you wish to apply for the above post please send a copy of your current CV (along with cover letter) to recruitment@clydeproperty.co.uk

www.clydeproperty.co.uk