

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/letting-property-manager/>

Letting Property Manager

Description

🐝Bee Happy Recruitment🐝 is excited to be recruiting on behalf of a respected independent estate agency in West Sussex. , we are looking for an organised and motivated Lettings Property Manager to join their friendly lettings team.

Lettings Property Manager – Bognor Regis

🐝 Bognor Regis, West Sussex

🐝 £28,000 -£30,000 per annum + mileage reimbursement

🐝 Full-Time | Permanent | Office Based

🐝🐝 Key Responsibilities:

- Managing maintenance issues and liaising with landlords and tenants
- Conducting regular property inspections (own vehicle required)
- Coordinating tenancy applications, renewals, and check-outs
- Handling daily rent processing and account reconciliation
- Preparing documentation and providing administrative support

🐝 Requirements:

- Full UK driving licence & access to a vehicle
- Minimum 5 GCSEs (Grade C/4 or above) including Maths & English
- Strong IT and administration skills
- Fluent in English, with great communication skills
- Detail-oriented, reliable, and proactive

🐝 What's on Offer:

- £28,000-£30,000 basic salary
 - Mileage reimbursement
 - Pension, employee perks & long-service holiday
 - 4 weeks annual leave + bank holidays
 - Supportive environment with full training provided
- 🐝 Hours: Mon–Fri 08:30–18:00 | Rotational Saturdays with time off

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Bognor Regis

Base Salary

£ 28000 - £ 30000

Date posted

May 9, 2025