

## Inspection and Inventory Clerk

Due to continued expansion we are looking to recruit an experienced Inspection and Inventory Clerk to join our lettings property management team, based at our head office in Gosforth. Candidates must have experience in an administrative, residential lettings, or property management role. You will be a highly motivated, pro-active individual who is able to work independently or as part of a team and possess exceptional organisational and communication skills, both written and verbal.

Duties will include:

- Compiling property inventories and 'checking in' new tenants
- Carrying out periodic and end of tenancy inspections
- Processing Damage Deposits
- Assisting with Property Maintenance issues and enquiries

Desirable qualifications include Level 2 / 3 Business Administration NVQ or equivalent. It is essential candidates are I.T. literate and competent in the use of Microsoft Applications. It would also be desirable to have some knowledge of CFP Lettings / Property Management Software, bespoke inventory system or similar. A driving licence is essential for this position.

Working hours are 40 per week over 5 days.

### **Gosforth Branch**

29 Princes Road  
Brunton Park  
Gosforth  
Newcastle Upon Tyne  
NE3 5TT  
**T: 0191 236 2070**

### **Newcastle Branch**

201 High Street  
Gosforth  
Newcastle Upon Tyne  
NE3 1HE  
**T: 0191 284 4050**

### **High Heaton Branch**

159 Benton Road  
High Heaton  
Newcastle Upon Tyne  
NE7 7DU  
**T: 0191 270 1122**

### **Low Fell Branch**

478 Durham Road  
Low Fell  
Gateshead  
NE9 6BP  
**T: 0191 487 0800**

### **Tynemouth Branch**

10 Front Street  
Tynemouth  
NE30 4RG  
**T: 0191 257 2000**

### **Property Management Centre**

55 Polwarth Drive  
Brunton Park  
Gosforth  
Newcastle Upon Tyne  
NE3 5NJ  
**T: 0191 236 2680**



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