



# We're hiring a *Residential Lettings Administrator*

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We are currently seeking an experienced Residential Lettings Administrator to join the Centralised Herbert R Thomas Lettings Department in our Cowbridge Branch.

We are searching for an individual who has a proven experience in administration that is looking to further their career within a well-established independent company.

We are looking for a candidate that can meet the following criteria:

#### Essential Skills

- ✓ IT – Advanced computer literacy, including a good knowledge of Microsoft Office Packages
- ✓ Excellent typing skills
- ✓ Ability to work well under pressure & to deadlines
- ✓ Excellent Customer Care with strong communication skills
- ✓ A team player
- ✓ Attention to detail & accuracy
- ✓ A strong work ethic

#### Desirable Skills

- ✓ Proven experience within Residential Lettings Agency Sector (greater than 1 year)
- ✓ Knowledge of Lettings Agency Software (Expert Agent or Similar)

In exchange for your commitment and flexibility, you will be offered a great opportunity to join a multi-disciplined practice that values your commitment, rewards you with an attractive package and will lead to long term career prospects within the business.

Full Time permanent position, 5 days a week and will include Saturdays on a rota basis.

Salary – £17,004 per annum, plus discretionary performance related bonus.

## *Application*

Please apply with CV and covering letter to:

**Rachel Blakemore**

59 High Street,  
Cowbridge,  
Vale of Glamorgan, CF71 7YL  
Email: [rachelblakemore@hrt.uk.com](mailto:rachelblakemore@hrt.uk.com)

## *Closing date*

**Friday 26<sup>th</sup> February 2021**

Herbert R Thomas reserves the right to close this vacancy early should sufficient applications be received