

Job Title:
Portfolio Manager – China Desk

Summary of role:

You will be responsible for ensuring that our Mandarin speaking clients are looked after well and understand their properties. This role reports into the China Desk Manager.

Key duties and responsibilities of role:

- To be the main point of contact for Tenanted properties with Landlord's from China.
- To arrange mid tenancy inspections and ensure that any issues raised are highlighted to the Head of Property and China Desk Manager.
- Ensuring that service charge and ground rent invoices are processed on receipt and funds are reserved as necessary.
- To ensure rent arrears are kept to a minimum across the portfolio by dealing with issues arising in a timely manner and ensuring the client accounting team are updated as to any problems as soon as they arise.
- To arrange the checkout and deposit release process form part of this role, including assessing the checkout for potential deposit deductions and communicating these to the Head of Property.
- Ensuring that utilities and council tax are informed of new tenancies and accounts are settled by the Tenant at the end of tenancies before the deposit is released.

General requirements:

- Upkeep of Qube with all notes and documentation as required.
- Professional approach and appearance.
- Ability to work on own initiative.
- Strong relationship building and problem solving skills.
- Complete any other tasks as required by the Head of Property and China Desk Manager.

Experience and qualifications:

- A basic understanding of London's residential property market.
- High IT literacy
- Understanding of the property management process (desirable)

Salary: £20,000 - £30,000 p/a

Commission Structure: 5% performance based bonus annually paid 6 monthly based on KPIs (2.5% per 6 months)

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