

Job Title:

12-month fixed term Graduate and Placement Year Scheme

Summary:

Regent are a “hybrid” Residential Estate agent covering Sales, Lettings, Property Management, Facilities Management, and we are in the process of acquiring a Block Management business. We expect to develop further the services we offer for clients possibly in Commercial Property Management, and we have grown quickly over the last 4 years with some ambitious targets for continued growth using technology and becoming more efficient with everything we do. We are currently 27 people in London and 4 in Hong Kong, and we are looking for good ambitious people to join both offices with different skills. We have recently started a Graduate programme and we need another graduate to join the scheme with ambition and enthusiasm. If you want to get in to the residential property work place and work with an international client-base please get in contact.

Over the course of your placement you will get a taste of all areas of the business with hands on experience at dealing with Landlords, Tenants, Contractors, Vendors and Purchasers, as well as getting out of the office completing inspections, viewings and other property visits.

You will be given an induction and regular catch ups to ensure you are getting the support and training you need, as well as being set KPIs to focus on specific tasks.

General requirements:

- Professional approach and appearance.
- Ability to work on own initiative.
- Strong relationship building and problem solving skills.
- Good written and spoken English

Experience and qualifications:

- A basic understanding of the London property market (desirable)
- High IT literacy
- An undergraduate degree or be working towards an undergraduate degree.

Salary: £20,000-£25,000 p/a

Regent Letting and Property Management Limited

London Office | 6th Floor, Tower Building, 11 York Road, London, SE1 7NX T +44 (0)20 8743 9101 W www.regent-property.com

Hong Kong Office | 2005-6 Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong T + 852 2891 2166

Registered Office | 6th Floor, Tower Building, 11 York Road, London, SE1 7NX Registered in England. Company No. 8034853 Vat No. GB139 0052 37