

BALWIN PROPERTIES IS RECRUITING



Client Liaison Assistant

QUALIFICATIONS & EXPERIENCE REQUIRED

- ✔ Matric
- ✔ Valid Drivers License
- ✔ 3-5 Years working experience
- ✔ Experience Type: Rentals and Admin

Position Type:	Permanent
Job Role:	Client Liaison Assistant
Location:	105 Corlette Drive, Gauteng
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY DELIVERABLES

- ✔ Advertising all available apartments on various platforms.
- ✔ Processing of new tenant applications
- ✔ Preparation of Lease Agreements, for new tenants and lease renewals
- ✔ Dealing with outstanding collections
- ✔ Dealing with tenant queries
- ✔ Dealing with maintenance snags of apartments
- ✔ Assisting with check-in / out inspections
- ✔ Assisting with move in/out requirements
- ✔ Scan and save checkout inspections
- ✔ Updating information on various schedules.
- ✔ Opening and billing of new tenant accounts on MDA / Payz
- ✔ Update MDA / Payz monthly
- ✔ Check monthly invoicing
- ✔ Processing of deposit refund forms
- ✔ Saving and labelling documents
- ✔ TPN updates and credit reports

SKILLS AND TRAITS

- ✔ Attention to detail
- ✔ Able to work under pressure
- ✔ Adhere to deadlines
- ✔ Good interpersonal skills
- ✔ Quick learner
- ✔ Reliable and dependable.
- ✔ Organised and multi-tasker
- ✔ Good problem solving skills
- ✔ Good communication skills - good command of english both verbally and in writing.

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

