



GILSON GRAY

LAW • PROPERTY • FINANCE

Property Manager

Department: Lettings

Location: Edinburgh

Contract type: Full-Time

About Gilson Gray

Gilson Gray's Lettings team are part of Gilson Gray's continually growing organisation. Gilson Gray LLP are a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime. The Lettings team have decades of experience in Letting and Property Management and can advise on every Property related situation.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick and Lincoln we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the upmost standard of service.

This role would be based in our Edinburgh office.

Our Team

We are looking to hire a highly driven Property Manager to join one of our successful Letting Department in Edinburgh.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Property Manager at Gilson Gray you'll be responsible for:

- Enthusiastically managing a portfolio of properties ensuring they are effectively managed and maintained to the highest standards.
- Assist with the on-boarding of new properties.
- Conduct routine inspections every 6 months and proactively follow up with landlords and tenants addressing any maintenance or repair issues promptly and efficiently.
- Reviewing properties, at time of inspections, to identify where maintenance and refurbishment opportunities exist and have an ability to identify renovation opportunities
- Assist with adding Property and Landlord to SME, AML and signed terms of business.
- Reviewing applications with Landlord – notifying administrator of successful applicant
- Pro-actively reviewing rents ahead of remarketing properties.
- Sending weekly Property Performance Reports to landlord's whilst their property is on the market Manage key corporate relationships, including strategizing how to best maximise the new business potential.



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- Be the key point of contact for new business leads from significant corporate accounts.
- Pitching and converting the new business leads.
- Act as the main point of contact for key accounts, addressing their concerns, providing updates, and offering exceptional customer service.
- Proactively identify opportunities to maximise revenue and value for key accounts through upselling additional services or optimising property portfolios.

Required Knowledge and Experience

- Previous experience as a Property Manager, ideally within a lettings function.
- Strong knowledge of property management principles, regulations, and best practices
- Experience managing a portfolio of properties.
- Experience in building new client relationships

Our ideal candidate would also

- Take pride in their delivery of an exceptional service to both clients and tenants.
- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Be able to collaborate with other members of the property management team to share knowledge, best practices, and improve overall operational efficiency.
- Have a pro-active approach to problem solving and a solutions based mind-set.
- An asset management mind-set.
- Be confident and skilled in handling difficult conversations.
- Valid driver's licence for property visits and viewings

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at recruitment@gilsongray.co.uk



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