



WORK PLACEMENT - INTERNS

Duties

- Ensure rent arrears are managed with tenants as they arise
- Monitor bank accounts daily, and allocate rents and deposit receipts to the Residential Lettings package -letman
- Assist with tenants' accounts queries
- Assist Property Managers with adhoc queries

Required Education, Skills and Qualifications

- Team player with strong analytical, finance and accounting skills.
- Excellent interpersonal skills, strong oral and written communication skills
- Self-motivated with the ability to work on your own initiative and to meet specific personal and department targets
- Ability to provide excellent service to all customers and meet deadlines as required
- Excellent organisational and time management skills
- Excel- advanced level experience essential
- Attention to detail & ability to prioritize

Job Type: Full-time

Salary: €22,000.00-€30,000.00 per year

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