

## Job description - Property Services Planner

June 2025

Northern Group; property development, workspace, lettings, and property management. Do you want to join a successful and growing company? An opportunity has arisen for someone with a passion for maintenance to join us at Northern Group

An exciting opportunity has arisen for an enthusiastic and self-driven Property Services Planner to join Northern Group. We are looking for a candidate with experience in Planning/Scheduling in a help desk environment with knowledge of repairs & maintenance including ordering replacement parts and materials.

### Profile, skills & experience:

- Has strong analytical and problem-solving skills with keen attention to detail.
- Has excellent communication and interpersonal abilities
- Has the Ability to work under pressure, handle multiple priorities and meet tight deadlines.
- Will take responsibility.
- Will work under their own initiative

### You will be responsible for the following:

- Identifying repairs required across the property portfolio
- Efficient planning for our internal team of Maintenance Operatives, Caretakers and Cleaners
- Contacting tenants where necessary, in a professional manner
- Being proficient with computer software related to planning responsibilities.
- Ensure follow up works are processed.
- Ensure repairs are being closed in a timely manner.
- Act as a contact for the maintenance and caretaking staff and resolve any issues which may arise.
- Ordering of stock and parts along with managing stock levels, actively exploring better quality products and cost savings
- Order replacement appliances where necessary

### What can you expect?

- A dynamic and collaborative team
- Cool coworking Head Office in Ancoats
- Your social calendar will never be fuller with weekly events, monthly meet-ups and annual weekends away.
- Colony Card exclusive discounts at partner brands in and around Manchester
- 25 days holiday + Bank Holidays (increasing with years of service)
- Free on-site parking
- Company pension
- Working hours Monday to Friday, over two shift patterns 08:00 – 16:00



### Job Type: Full-time

Pay: £25,400.00-£28,000.00 per year DOE

### Benefits:

- Company events
- Company pension
- Employee discount
- Free parking

### Schedule:

- Monday to Friday (no weekends)

### Ability to commute/relocate:

- Manchester City Centre, Greater Manchester: reliably commute or plan to relocate before starting work (required)

### Experience:

- Maintenance planning: 2 years (preferred)

Application deadline: 20/06/2025