

# Job description – Property Manager

July 2025

An opportunity has arisen for a Property Manager to join our growing team. Northern Group is a thriving property company, trading in the fastest developing area of Manchester City Centre, Ancoats Urban Village. Operating residential, commercial, and co-working brands.

We are looking for a candidate to promote positive attitude, be highly organised and deliver a high standard of service to our clients. In return, you would be working for a dynamic and ambitious company, that values its team and promotes personal and professional growth.

## Key Responsibilities:

To oversee the management of our existing built-to-rent portfolio along with other client properties. Whether you have experience working in property or have a background in customer service, we will offer full training.

## Profile, skills & experience:

- Advertise properties in line with company standards including taking photographs, producing floorplans and updating descriptions.
- Extend marketing to our approved partners where necessary
- Conduct viewings and follow up with applicants after viewing has taken place.
- Actively cross sell other properties we have in our portfolio
- Reference tenants in line with the company standards along with collating relevant documents
- Co-ordinate contractors and internal maintenance & facilities team
- Produce tenancy agreements and accompanying documents in line with the company standards
- Carry out check-in inventories including photographs
- Carry out hand over to new tenants
- Register tenants for utilities and council tax
- Carry out regular inspections in line with company standards and schedule
- Raise works orders for our maintenance team and update tenants with progress until complete
- Review rents on a regular basis to achieve the best returns for the Landlord
- Manage end of tenancy dates, offering renewals where required
- Serve legal notices, when required, relating to ending a tenancy and rent increases.
- Carry out check out inventories including photographs
- Carry out various administrative tasks to maintain all systems up to date

## Personal Specification:

- We are looking for a candidate who will:
- Offer first-class customer service
- Engage with customers/tenants of the building
- Take responsibility
- Problem solve
- Be personable
- Promote a positive environment

## 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
- Free on-site parking
- Company pension
- Working hours Monday to Friday
- Increased annual leave allowance after years of service

### Job Type: Full-time

£26,000.00-£28,000.00 per year

### Benefits:

- Company events
- Company pension
- Employee discounts
- Free parking

### Schedule:

- Monday to Friday
- Office based

### Experience:

- Property / asset / community management experience (desired but not essential)
- Driving license (essential)
- Minimum 5 GCSE's (A-C) to include English and Maths