



Renewals Negotiator

Location: Leeds Head Office, LS1

Department: Lettings Renewals

Salary: £18,000 + bonus (DOE)

Hours: 37.5 hours per week - you will be required to work 5 out of 7 days per week (not including Sunday) on a rotation between the hours of 8am and 7pm.

Who are we?

LIV Group is a market leading residential property management company, working throughout the UK on behalf of private rented sector clients. Acting for major UK and international investors LIV provides robust leasing and rental income management as well as property and block management expertise. We deliver results with a strong focus on customer service for our residents.

The role

Due to our continued growth and rapid expansion, LIV is looking to recruit a Renewals Negotiator to join our Head Office in Leeds. Reporting to the Senior Customer Service Coordinator, your key responsibility is to own and negotiate renewals of residential tenancies.

This is a fantastic opportunity for a results driven individual. In return for your hard work, commitment and expertise we offer a competitive package plus fantastic commission, opportunities for career development and superb offices within a short walk of Leeds train station.

You

To be successful in this role you must have the ability to renegotiate tenancies and overcome objections with ease. Have the "Can do" attitude to see a renewal opportunity to its successful conclusion. You must be proactive and dynamic, taking ownership of all core duties. If you have worked in a sales/ target driven environment this will be highly beneficial.

It is essential that you have strong interpersonal and communication skills together, are able to think on your feet and have an ability to build excellent rapport. Our office environment is very fast paced and this role would suit someone who is driven and thrives within a busy and challenging environment!



Key responsibilities will include:

- Organising the diary to ensure that renewals are dealt with in a timely manner, ensuring that the tenancy agreements are completed and signed correctly within the deadlines; accuracy is a fundamental part of the role.
- Issuing correspondences and prepare contracts and other paperwork relating to renewing tenancies.
- Managing landlords/residents queries and requests including any issues and complaints.
- Liaising with credit controllers relating to rent arrears payments and statutory notices.

Can you make a difference? Apply now!

Please send your CV and covering letter to residential.recruitment@liv-group.co.uk