



A E Q U U S

OFFICE & RENTAL PORTFOLIO MANAGER £30,000 + Bonus + Pension

Do you have experience of Office Management and/or Residential Lettings and would be interested in an exciting opportunity to work for a friendly local property company?

Aequus Developments Ltd (ADL) was established by Bath and North East Somerset Council ("B&NES") in March 2016 to develop, deliver, own and manage its private residential property assets as well as to deliver new property developments for both private ownership and the private rented sector on a case by case basis.

In 2017 Aequus Construction was formed to deliver housing development projects, through the refurbishment of existing properties suitable for residential lettings and the development of new build properties.

We have an exciting opportunity to join our team as an Office & Rental Portfolio Manager. The main responsibilities will be to oversee the smooth running of the office and the day to day management of our rental portfolio, which currently consists of 32 units and is set to steadily increase over the next 4 years.

We are looking for someone that has:

- Experience in managing a small office
- Knowledge and experience of working in the private rental sector and the responsibilities of a private Landlord
- Good organisation skills and motivated to assist with the expansion of the company

The salary will be £30k and attracts a 10% performance related bonus along with a defined contribution pension scheme

If you feel this roles is of interest to you, please apply by sending your CV and a supporting statement setting out your experience and suitability for the role to katie.pink@aequusdevelopments.co.uk

For an informal discussion about this role, please contact Katie Pink, Business Manager on 01225 394367.

**Applications will close on Monday 30th September 2019 at 17:00hrs.
Interviews will be held on Thursday 10th October 2019**