



Job description –
Move Manager



ocean
lettings & management

Job Description Move Manager

Ocean Estate Agents Limited Registered in England number
3111972 Registered office: 187 Whiteladies Road, Clifton, Bristol,
BS8 2RY



Move Manager

Conduct all administrative and legal requirements to successfully let landlord's properties.

Ensure Ocean due diligence and CPA/ARLA adherence. Organise tenancy agreements, ensure all parties are made aware of contractual obligations.

Demonstrate expert local market knowledge, offer best advice and support to all customers throughout the rental process. Ensure positive internal & external customer feedback.

Meet all goals and objectives agreed with line Manager.

Reports to: Line Manager & Assistant Manager

Work with: Lettings Managers and respective office teams.

Be responsible for:

- Manage all documentation for new tenants. Ensure legal readiness for tenancy start date & end of tenancy agreement
- Manage reference, guarantor / advance payments process
- Liaise with landlords and tenants to ensure adherence to contractual obligations. Ensure due diligence and CPA adherence
- Ensure all property health & safety certifications and insurance requirements are met
- Process all contract amendments & extensions

Demonstrate these required skills:

- Customer experience focused, ensures effective use of all tools & resources to ensure an exceptional customer experience
- Effective time management and organisational skills
- Excellent communication skills
- Ability to use initiative to ensure efficiency, productivity, and sales generation
- Ability to motivate self and contribute to a team
- Problem solving skills

Help & advice

If you have any questions regarding your job description or anything to do with working for Ocean, please don't hesitate to contact your line manager or Director who will be happy to help.
