

Property Manager

Victoria Pinkerton is an established and highly regarded estate agency, known for delivering an exceptional standard of service across sales, lettings and property management. As our business continues to grow, we are now seeking an experienced and capable Property Manager to join our team.

This is an opportunity to join a professional, ambitious and service-led agency where standards matter, relationships are valued, and clients rightly expect more than the ordinary.

The Role

As Property Manager, you will be entrusted with the day-to-day management of a residential property portfolio, ensuring that both landlords and tenants receive a responsive, diligent and highly professional service.

You will act as a key point of contact throughout the tenancy, coordinating maintenance, handling property-related matters with efficiency and care, and ensuring that every aspect of the management process is delivered to the standard for which our brand is known.

This is a pivotal role within the business and would suit an individual who is highly organised, commercially aware, solutions-focused, and genuinely committed to excellence in property management.

Key Responsibilities

Your responsibilities will include:

- Managing a portfolio of residential properties on behalf of landlord clients
- Acting as the principal point of contact for landlords, tenants and contractors
- Coordinating maintenance issues and repairs in a prompt, efficient and professional manner
- Instructing contractors and monitoring works through to satisfactory completion
- Carrying out routine inspections and reporting appropriately to landlords
- Managing tenancy issues with sound judgement and attention to detail
- Overseeing check-outs, deposit matters and end-of-tenancy processes
- Ensuring all property records, notes and compliance documentation are accurately maintained
- Liaising with all relevant parties to ensure a smooth and well-managed tenancy experience
- Upholding the high service standards and professional reputation of the business at all times



About You

We are seeking someone who brings both experience and the right professional instinct to the role.

The ideal candidate will:

- Have proven experience in residential property management
- Be calm, capable and professional in their approach
- Possess excellent communication skills, both written and verbal
- Be highly organised, with strong administrative and time-management ability
- Have a sharp eye for detail and a proactive approach to problem-solving
- Be confident in managing relationships with landlords, tenants and contractors alike
- Understand the importance of service, professionalism and brand reputation
- Take genuine pride in their work and in delivering a first-class client experience

What We Offer

In return, we offer:

- A competitive salary
- Performance-related bonus structure
- Ongoing training and professional development
- Clear opportunities for progression within a growing business
- A supportive, collaborative and high-performing team environment
- The opportunity to represent a premium and well-established brand in the North Down and Ards market

Why Join Victoria Pinkerton

At Victoria Pinkerton, we do not believe in delivering a merely adequate service. We believe in doing things properly, communicating well, and representing our clients' interests with care, diligence and professionalism.

For the right person, this is an opportunity to build a meaningful career within a respected business that values high standards, accountability and excellence.

How to Apply

If you are an experienced Property Manager who would like to progress your career with a forward-thinking and highly regarded agency, we would be delighted to hear from you.

Please submit your CV together with a short covering statement outlining your suitability for the role to victoria@victoriapinkerton.co.uk.

All applications will be treated in the strictest confidence.

North Down

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