

## Job description:

### Head of Lettings

Pay: £40,000.00-£47,500.00 per year

Are you ready to take the next step in your career? At Comfort Estates, we're looking for a motivated, ambitious leader to head up our thriving Lettings department. This is an opportunity to put your stamp on a growing independent agency with a reputation for exceptional service and to lead a talented team to even greater success.

### Why Join Us?

This isn't just another lettings role. You'll be shaping the future of our business, inspiring your team, and building lasting relationships with landlords who value a trusted partner. We will offer you the support, resources, and freedom to make a real impact.

### What You'll Do

- Lead, coach, and inspire the Lettings team to achieve results and deliver a first-class service.
- Mentor and develop your team, supporting their career progression through training and regular 1:1s and performance reviews.
- Oversee all lettings operations, ensuring efficiency, risk management, and compliance with legislation and company policies.
- Be confident to improve upon and implement new processes and standards to ensure we are always ahead of the curve.
- Drive growth through winning new business and maximising opportunities within our portfolio.
- Be lead representative of Comfort Estates, building strong client relationships and setting the standard for outstanding services.
- Report on performance, celebrate successes, and resolve challenges with professionalism.
- Contribute to business strategy, monitor market trends, and implement initiatives that enhance client satisfaction and retention.

### About You

We're looking for someone with:

- Natural leadership qualities with the ability to inspire confidence in clients and colleagues alike.

- Strong negotiation, communication, and problem-solving skills.
- A proactive, innovative mindset with the drive to spot and seize opportunities.
- Commercial acumen with a track record of achieving results.
- Ability to work under pressure, prioritise effectively and deliver results.

#### What We Offer

- Competitive OTE available of £40,000 – £47,500, made up of:
- Basic salary £32,000 – £39,300 (experience dependent)
- Generous bonus scheme
- £1,200 parking allowance
- £1,500 salary uplift for completion of a relevant level 3 qualification in property lettings/ advice.

#### In Addition:

- 6% matched Pension Scheme.
- 25 days holiday + 8 bank holidays.
- Long service rewards every 5 years.
- Regular team socials & CSR involvement.
- A supportive environment where your ideas matter and your career can flourish.

#### Ready to Lead?

If you're ambitious, driven, and excited by the opportunity to make your mark in a growing agency, we'd love to hear from you. Please send a cover letter and CV explaining why you are right for our team and the role to [Hannah.leigh@comfortestates.co.uk](mailto:Hannah.leigh@comfortestates.co.uk)