



## JOB DESCRIPTION AND PROFILE

Job title: Portfolio Manager  
Reports to: Managing Director  
Prime function: To grow the Beach Retreats portfolio by signing new properties across South and West Cornwall to Beach Retreats' holiday letting service (and property management service).

### Who are we?

Beach Retreats is a holiday letting agency with a difference. Our select collection of properties are all within walking distance of a beautiful Cornish beach, backed up by a highly personalised service to owners and guests.

But we have ambition to grow the business over the next ten years whilst retaining our core values. We are entrepreneurial and creative, a small team who care about our staff, our guests and our owners, and are dedicated to creating fantastic holidays for guests and the best returns for our owners.

### About you

Do you want to realise your true potential in a fun and dynamic environment, supported by innovative marketing material, selling an award-winning service in some of Cornwall's most beautiful locations?

Do you have a passion for tourism and property, and take great reward in your own achievements and contribution to business success?

Are you a creative thinker who can pro-actively contribute and shape our strategy, selling our services to new owners?

We have created an additional role to promote our services to second home owners and attract new properties to grow the portfolio in the west and south of Cornwall. We are looking for someone who can bring their sales experience and personality to our exciting business. If this sounds like you, check out the key skills required below and drop us a line.

### KEY RESPONSIBILITIES:

- Be a contact point for enquiries from prospective owners.
- To visit the property of, and meet prospective owners providing advice and selling the Beach Retreats service.
- Provide rental projections and follow-up to convert leads into sign-ups.
- Raise the profile of Beach Retreats within key markets, with an 'on the ground' approach to developing new relationships with:
  1. Estate Agents.
  2. Property Developers and New Builds.
  3. Property Finders.
  4. Property Management Companies.
  5. Mortgage and financial services providers.
  6. Owners who let direct or with other agencies.
  7. Online in collaboration with the Beach Retreats marketing team.

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- Liaise with owners on all areas of the services offered by Beach Retreats.
- Provide quotes for prospective owners.
- Ensure the on-take process is smooth for new owners.
- To comply with general guidelines set out in the staff handbook.
- To comply with Health & Safety policy & guidelines.
- To represent our brand at all times.

**Essential experience:**

- A strong track record and experience in a sales environment.
- Relevant experience in a property-related sector, such as lettings, sales and tourism.
- Demonstrative approach to identifying and implementing opportunities.
- Confidence in dealing with difficult situations positively and diplomatically.
- Customer focussed approach.

**Key skills required:**

- Good interpersonal skills.
- Working knowledge of Word, Excel, Outlook and confidence in using technology on a daily basis.
- Attention to detail and ability to maintain accurate records.
- Ability to work on own initiative as well as part of the team.
- Excellent verbal and written communication skills.
- Excellent organisational skills.
- Able to work evenings and weekends.
- Full clean valid driving licence.

Salary: Basic + Bonus, Dependent on Experience

Closing date: 28<sup>th</sup> February 2019

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To apply, submit your CV and a covering letter explaining why you are suited to this position to Zoe Wilkinson, HR Manager – [hr@beachretreats.co.uk](mailto:hr@beachretreats.co.uk)