

JOB DESCRIPTION

Property Manager (PT/FT)

About us

UnderTheDoormat is a professional home-stay company. We provide guests with the comfort of a home and professional service of a hotel and offer homeowners a hassle-free way to earn extra income while they are away.

We are four years old and are growing fast. We are looking for bright, ambitious and creative people to help continue to grow the business first in this city and then internationally.

About the role

The Property Manager will play a key role in ensuring that UnderTheDoormat's homes are onboarded seamlessly, always maintained to the highest standard, and that any communication with homeowners about property management will be handled proactively.

The role would best suit somebody who has experience in managing properties or other fields where they had responsibility for the readiness of a key product.

As in all of our roles we are looking for a genuine self-starter who has ability, potential, and a thirst to grow as the company does.

The Property Manager would have **responsibility** for:

- Home Onboarding Process – coordinating the onboarding of our homes in partnership with our Homeowner Onboarding Team and professional photographers
- Managing HSSE requirements for our homes
- Coordinating maintenance for homes in partnership with our operations team
- Managing communication with homeowners about areas relating to property management and maintenance

About you

As part of the role you will be working in a number of systems such as our CRM system. If you are well organised, take pride in your attention to detail and practicality, and are comfortable with simple technology systems then this role could be ideal for you.

As a young company, you will have the freedom to drive continuous improvements in how we operate – and we genuinely want you to drive improvements and take the lead, not just take direction.

Applicants should be adaptable, flexible and proactive in developing their own skills and capabilities. We celebrate leaders at every level of the business who demonstrate independence in their work while contributing to the culture and broader environment of the UnderTheDoormat team.

You should love the idea of supporting a team while also being able to work independently. As a small business you will also have a key role to play as a team member in helping us to ensure that our homeowners and guests have a positive and seamless experience.

You must enjoy interacting with customers and partners, demonstrate excellent attention to detail, and be able to multi-task. You will often be the face (digitally, written, and sometimes in person) of UnderTheDoormat and must be comfortable and confident in this role.



About the team

We are a small and highly focused team; we all work together on a daily basis and support each other when our team members are away. In this role you will need to be happy to work out of hours occasionally – morning and evening events, sometimes flexible hours.

This role is open to applicants looking for a part-time role or a full-time position.

Our business is going places and we want you to as well. If you're interested in playing a key role in our marketing department, please get in touch at team@underthedoormat.com