



GOOD LIFE LAKE DISTRICT

Original Cottages

Job Description

JOB TITLE	Homeowner Account Manager
REPORTING TO	Head of Homeowner Services
WORKING HOURS	30 hours a week with 30 minutes unpaid lunch. The usual working week is Monday to Saturday and some "out of hours" working and flexibility to meet demand may also be required
PLACE OF WORK	Office based in Windermere with occasional home working as required. Other travel further afield may be required e.g. for training or to cover other parts of the region.

Role summary

The Homeowner Services team works closely with colleagues in Property Recruitment, Property Management Services and Customer Support.

Key responsibilities

Business performance

- Contribute to delivering and beating the regional homeowner services targets
- Work to agreed key performance indicators (KPI)

Operational delivery & administration

Developing relationships with homeowners

- Act as point of contact for existing owners and new owners joining the family.
- Communicate proactively with owners.
- Liaise personally with homeowners where the relationship is of particular commercial value

- Organise and attend homeowner events, working closely with the Marketing Team.
- Contribute, and work with Marketing Team, to produce a regular Homeowner Newsletter
- Deal with any enquiries from homeowners and reply promptly, or ensure that a colleague has replied promptly if appropriate.
- Work within service level agreements (SLA)
- Deliver great customer service at all times
- Resolve complaints to homeowner satisfaction wherever possible.
- Deal with owner objections and complaints at first point of contact.
- Take ownership of homeowner issues
- Provide feedback to homeowners based on Customer Service Questionnaire responses
- Liaise with Quality Assessors to ensure properties are graded annually and Quality Assessors

Skills & knowledge

Essential	Desirable
<ul style="list-style-type: none"> ● Excellent verbal and written skills ● Customer Centred Approach ● Good product knowledge ● Relationship Builder ● Strong communicator and influencer ● Results orientated ● Good sense of humour ● Good administrative and organisational skills ● Great attention to detail 	<ul style="list-style-type: none"> ● WALES only - Fluency in Welsh (spoken and written)

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> ● A good general standard of education, including GCSE English and maths 	<ul style="list-style-type: none"> ● A good general standard of education, to at least A level or equivalent

Personal attributes

Essential	Desirable
<ul style="list-style-type: none"> ● Focussed on, and motivated by, targets, results and performance 	

Optimising property performance

- Advise and encourage homeowners on how they can achieve optimum performance from their property
- Identify underperforming properties and use relevant levers to improve levels of customer occupancy and income
- Implement a management plan for poor quality properties looking for opportunities to cross sell into our Property Management Services to undertake works.
- Liaise with homeowners regarding special offers and implementing offers.

Maintaining property information

- Keep website descriptions and property information up to date.
- Write copy and organise or take photographs of each property for our websites

Administration

- Administer annual pricing review with homeowners
- Monitor and enforce homeowner compliance with Original Cottages H&S requirements and keep homeowners appraised of their legal responsibilities concerning property health and safety
- Assist with monthly checking and processing of charges and payments to homeowners
- Process Accidental Damage Scheme claims from homeowners

Responsibilities for everyone in the Original Cottages Family

- Support and promote the company’s purpose, vision and values, using them to underpin your working practice
- Work collaboratively, constructively and courteously with your immediate team and colleagues across the business
- Use IT systems and equipment effectively, in line with company policy and agreed best practice
- Adhere to all relevant workplace regulations, policies and procedures, including those relating to equality and diversity, health and safety and data protection
- Undertake any other tasks that may reasonably be requested, including contributing to business projects

Key Performance Indicators - how we measure success...

- Owner satisfaction score
- Property retention rates
- Owner interactions
- Portfolio growth

Person specification - our perfect candidate...

Experience

Essential	Desirable
<ul style="list-style-type: none"> ● Experience of working in a relationship role. ● Experience of a target orientated position. 	<ul style="list-style-type: none"> ● Experience within the holiday letting industry

Benefits

- Competitive rate of pay depending on experience
- 22 days holiday plus bank holidays + your birthday pro rata
- Contributory pension scheme
- Training and development

- Non-contractual benefits

How to apply

Please send your CV and a covering letter to jobs@originalcottages.co.uk

The closing date is **3pm Friday 20th August 2021**

We are keen for the successful applicant to join us as soon as possible. Please be aware of the recruitment schedule below.

Recruitment Schedule:

- Tuesday 20th August - invitations sent for 1st interview
- Tuesday 24th August - First Interviews
- Psychometric assessment will be sent to those selected for 2nd interview
- Wednesday 1st September (midday) - psychometric assessment to be returned
- Tuesday 7th September - 2nd interviews