

Current Vacancies May 2008

MCR are always on the lookout for enthusiastic and capable individuals no matter what their expertise. Provided you have determination and a high level of competence it will always be worth sending us your CV and attaching a letter to tell us about yourself.

For specific requirements we currently have, please see below.

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General

1. Reception/Administrator

£14 k - £16k p.a dependant on experience.
42 hours over 5 days & 2 Saturdays a month.

Duties to include answering switchboard, posting, faxing, greeting visitors & general administrative duties as necessary. The successful candidate should be competent on Microsoft Outlook, Word & Excel & have a good typing speed. They will also work well under pressure & have experience of reception work in an office environment.

Excellent opportunity to get into the property world and good progression prospects.

2. PA to Director

Hours: 9.00am to 6.00pm Mon - Fri
Hols: 20 days holiday per annum
Salary: £25,000+ dependant on experience

Are you...

Intelligent?
Hard Working?
Committed?
Able to work under pressure?
Meticulous?

...If so then you will be perfect for this role. Experience in property not essential but a bonus.

You must have ambition, within MCR there is good opportunity for progression.

Apply by E-mail or in writing, enclosing your CV to:

Nick Lake

Nick.Lake@mcrproperty.com

MCR Property Group
Suite 5
MSV Building
Lower Chatham Street
Manchester
M1 5SU

Commercial and Development

Quantity Surveyor - Manchester

- Able to demonstrate competency, professionalism and knowledge in the commercial and residential development disciplines.

All positions require the candidates to be professionally qualified with a minimum of 3 years post qualification experience together with an ability to work under pressure and to tight deadlines.

Salary packages are all negotiated on an individual basis.

Apply by E-mail or in writing, enclosing your CV to:

Mark Hayes

mark.hayes@mcrproperty.com

MCR Property Group
Suite 5
MSV Building
Lower Chatham Street
Manchester
M1 5SU

Accounts Positions

Please visit the following websites for more information

<http://www.jobcentreplus.gov.uk/Internet/jobDetails.do>

<http://www.jobcentreplus.gov.uk/Internet/jobDetails.do>

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Residential Sales/Lettings

MCR Residential based in our Withington Office

1. Lettings Officer

Day to day tasks/goals

- Arranging and carrying out viewings
- Completion of relevant paperwork including Tenancy Agreements
- Cash handling and collection of deposits and rents
- Provide tenant support including handling verbal and written complaints
- Ensure properties are fully let and maintained to high standard
- Working with finance department at head office to ensure minimal bad debtors
- Purchasing ordering and dealing with suppliers
- Would liaise with head office for marketing
- Would be responsible for helping smooth office management.

Skills & Requirements

- Determined and confident approach
- Ability to handle, diffuse and solve difficult situation (tenants, suppliers, maintenance etc)
- Need to be approachable and well presented
- Hard working and reliable
- Candidate would have to show unlimited drive and enthusiasm- must also be able to achieve results, by using resources and initiative effectively
- Chance for progression - Management of own site/portfolio.

Details

Standard hours 9.30am – 6.30pm Mon-Friday

10.00am – 2.00pm Saturday, one off per month

16 days holiday plus bank holidays

Will be required to travel between sites (Manchester based) own car needed

Previous experience in letting or sales environment essential

Salary £16,000 - £19,000 dependant on experience

2. Lettings Administrator

Mainly dealing with utilities, purchase ledger and suppliers.

Salary £16,000 variable dependant on experience

Hours Monday to Friday 9.00am - 6.00pm

For both positions apply by e-mail or in writing, enclosing your CV to:

Affy Khan

affy.khan@mcrproperty.com

MCR Property Group
464 Wilmslow Road
Withington
M20 3BG