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Jess Perrin

Lettings

Who I am

Hi I'm Jess, I'm a massive technology geek and I always have to have the latest gadgets, TV's and computers etc.

My interests are watching and playing football, music, films and I love to travel.

I have worked for Hawksbys for most of my working life.

It was actually my second ever job! As you can see from my education I love to learn new things, I thoroughly enjoy education and learning in general. I was at college and university for over 9 years in total trying to figure out what to do with my life. I worked for Tesco for the years while I was at university and I was on the management training program. My first ever Job was working for an insurance company which I enjoyed. But when I got a call from my brother (Chris) to come over for an interview with Sid and Martin for a position in the lettings department. I jumped at the chance and I was very excited and luckily for me they agreed to give me a chance. Straight away I loved the job and it was a steep learning curve. Along with lots of learning I had training from Sid and Martin. Being young and working for Martin Hawksby Estate agents, you generally did get lots of offers from rival companies to go and work for them as they know how good Martin is at his Job and know you have to be good to work for him.

I was given the opportunity to go and work for a corporate estate agents as an area lettings manager overseeing 7 branches and this is an opportunity I felt I had to take, but it was a hard decision leaving the job I loved.

In 2013 I returned after being away for 4 and half years with a much greater understanding and knowledge and its' great to be back.

We all work hard to achieve a very high standard in all areas and provide the highest level of service to our customers.

Experience

Martin Hawksby Lettings 2007 – 2010

William H Brown 2010 – 2012

Lucas Estate Agents 2012 – 2014

Hawksbys Lettings 2014 - Present

Education

2 A Levels

GNVQ Foundation IT

GNVQ Intermediate IT

GNVQ Advanced IT

BTEC First National Diploma IT

Microsoft Certified

Applied Computer Science Diploma

HND Multimedia

BA 'hons' Multimedia

Previously ARLA level 2

Dea level 3&4

My Role

All things lettings! Every property I rent has a different challenge and there is always something new when it comes to lettings and having the experience is vital to what I do. My daily job varies greatly and often it can be very involving but also rewarding. Everyday tasks include: Carrying out Inventories, arranging and conducting a viewings, meeting applicants in the office, organizing the schedule and process for the tenants to get from the referencing stages to the move in and signing up day, and then sending out landlord move in packs.

Other things that need attention on a daily basis are dealing with maintenance issues that can arise at properties, arranging contractors to supply quotes and fix problems, inspecting properties and reporting back to the landlords, dealing with enquiries and keeping landlords informed on their properties, helping new and existing landlords through the whole process from start to finish, there are so many things involved in lettings and each day is never the

