

Residential Lettings Manager

Location: Folkestone, Kent

Salary: Competitive dependent on experience plus performance related bonuses

Closing Date: 31 October 2026

About the Role

Smith Woolley is seeking an experienced and motivated Residential Lettings Manager to lead and develop our Residential Lettings department.

The successful candidate will take responsibility for the day-to-day management and growth of the department, supporting the lettings team, securing new instructions and building strong relationships with landlords and property investors.

This is a hands-on role offering an excellent opportunity to make a real impact within an established property practice.

Key Responsibilities

- Manage and oversee the daily operations of the Residential Lettings department.
- Lead, support and motivate the lettings team.
- Generate new business and secure lettings instructions.
- Undertake rental valuations and provide professional market advice to landlords.
- Build and maintain strong relationships with existing and prospective clients.
- Oversee property marketing, lettings and tenancy progression.
- Identify opportunities to improve departmental performance and profitability.
- Ensure compliance with relevant lettings legislation and regulations.

Skills and Experience

- Proven experience in a senior residential lettings or management role.
- Strong leadership and people management skills.
- Demonstrable success in winning instructions and developing new business.
- Excellent communication, negotiation and customer service skills.
- Good knowledge of the local residential lettings market.
- Strong organisational and commercial awareness.
- Full UK driving licence.

What We Offer

A competitive salary dependent on experience together with performance related bonuses.

An opportunity to lead an established lettings department and contribute to its continued growth and success.

To Apply: Please submit your CV and covering letter to:-

Hazel Darkes, Office and Personnel Manager

Email: hazel.darkes@smithwoolley.com

Tel: 01303 228702 (DL)

Smith Woolley is an equal opportunities employer and welcomes applications from all suitably qualified candidates.