

Vacation Rental Manager – English, French & Portuguese Speaking

contact@effitalents.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 13, 2025

Published : Dec 13, 2024

Employment Status : Full Time

Experience : 1 - 3 Years

Salary : To be defined

Gender : Any

Career Level : Mid Level

Qualification :



Job Description

Responsibilities

- You will manage the **booking process and assist clients in organizing** their stays. Simultaneously, you will work on expanding our portfolio of villas and apartments for seasonal rentals.
- You will **identify and acquire new properties** through prospecting, including valuation, negotiation, and signing of agreements.
- You will collaborate closely with various departments within your agency (sales, long-term rentals).
- You will oversee **year-round property management**, including advisory services, technical follow-ups, opening, maintenance, and closing of properties.
- You will **liaise with property owners**, providing updates and improvement advice to enhance rental profitability.
- You will handle **direct booking management** via our website, email, or phone (creating listings, proposals, follow-ups, contracts, payments), as well as advising and retaining tenant clients. You will **coordinate with seasonal staff**.
- Optionally, you may manage the property sales service with the Azeitão agency (property visits, valuation, acquisition of agreements, and market listings).

Requirements:

- High School Diploma and associate's degree (BTS).
- **Background in tourism or real estate** is a plus.
- Ideally, you have **proven experience in the tourism sector or a commercial background** in a professional environment aligned with our clientele.
- You possess **excellent interpersonal skills and strong commercial acumen**, enabling you to expand our portfolio and guide prospects during their searches. Attentive to client satisfaction, you will listen to their needs and support them throughout their stay.
- Professional appearance & fluency in English are essential.
- **Your Qualities:** Autonomy, attentiveness, rigor, discretion, ability to prioritize and handle urgent tasks, and proficiency with computer tools.
- Ready to take on a **flexible and more intense workload during the spring/summer period**.

The company:

Casa Shelter Conciergerie has been supporting property owners for 5 years by **providing high-quality services** tailored to their needs, while welcoming many vacationers each year in **Costa da Caparica, Sesimbra, and Arrábida**.

To support our growth, we are looking for a **Vacation Rental Manager** for our Aroeira office, located 40 minutes south of Lisbon, Costa da Caparica. This is a versatile role, combining commercial responsibilities with property management.

In collaboration with the Azeitão office, you will **independently manage a seasonal rental portfolio for property owner clients**.

Your recruiter:

Flávia, Senior Talent Acquisition Specialist @ Effitalents. Reach her for more informations!

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits

Permanent contract, Commission on management contract acquisition and transaction bonuses, Meal voucher, Health insurance