LAMONT & CO

JOSHUA ROBERT

CANDIDATE INFORMATION PACK

Portfolio Manager

Location: Birmingham (Office Based)

Presented by Joshua Robert
on behalf of Lamont & Co



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About Lamont & Co

Lamont & Co Estates is a growing residential lettings and property management business based in Birmingham, known for professional, proactive and accountable service to landlords and tenants.

Lamont manages around 1,300 units for landlords in the UK and overseas, including Australia, Singapore, Dubai and the US. It is not a high street agency. Each landlord has a dedicated Portfolio Manager, supported by in-house maintenance and finance teams, and Lamont builds lasting relationships so landlords keep coming back.

Average occupancy across managed units is 98%, void periods average under nine days, and rental values across the portfolio have grown 4.6% year-on-year. In a single quarter, the maintenance team resolved more than 700 requests, with 91% completed within seven days.

Lamont keeps investing in its service, most recently moving to Reapit so Portfolio Managers can spend less time on admin and more time with clients. As part of the developer-backed Prosperity Group, it has 20 to 30 projects in the pipeline and expects to manage around 2,500 units by the end of 2028.

Portfolio Highlights

c.1,300	98%	c.2,500
Units under management	Average occupancy across managed units	Units expected by the end of 2028

Lettings & Management Services

Lettings

Marketing, viewings and new tenancies

Property Management

Maintenance, rent and renewals

Compliance & Inspections

Safety checks and six-monthly visits

Landlord Relationships

Regular reviews and updates

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The Opportunity

Job Title	Portfolio Manager
Company	Lamont & Co Estates
Portfolio	Birmingham & West Midlands (approximately 120–150 residential units)
Location	Birmingham (office based)
Salary	Competitive
Reports To	Portfolio Director

Lamont is looking for a Portfolio Manager to look after its Birmingham & West Midlands portfolio.

This is a hands-on, 360-degree role covering Birmingham, Dudley and the surrounding area. Unlike a geographically dispersed portfolio, it means time on the ground, with the Portfolio Manager handling lettings personally rather than relying on third-party agents.

This role goes well beyond day-to-day property management. At its heart, it is about building strong, long-term relationships with landlords, many of whom invest again and recommend Lamont to others.

Why now?

When a new development completes, a large share of its units joins the portfolio at once, so Lamont hires ahead of new stock arriving rather than after it.



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The Role

The Portfolio Manager will take full ownership of the Birmingham & West Midlands portfolio and stay accountable for every part of it, even where tasks are delegated.

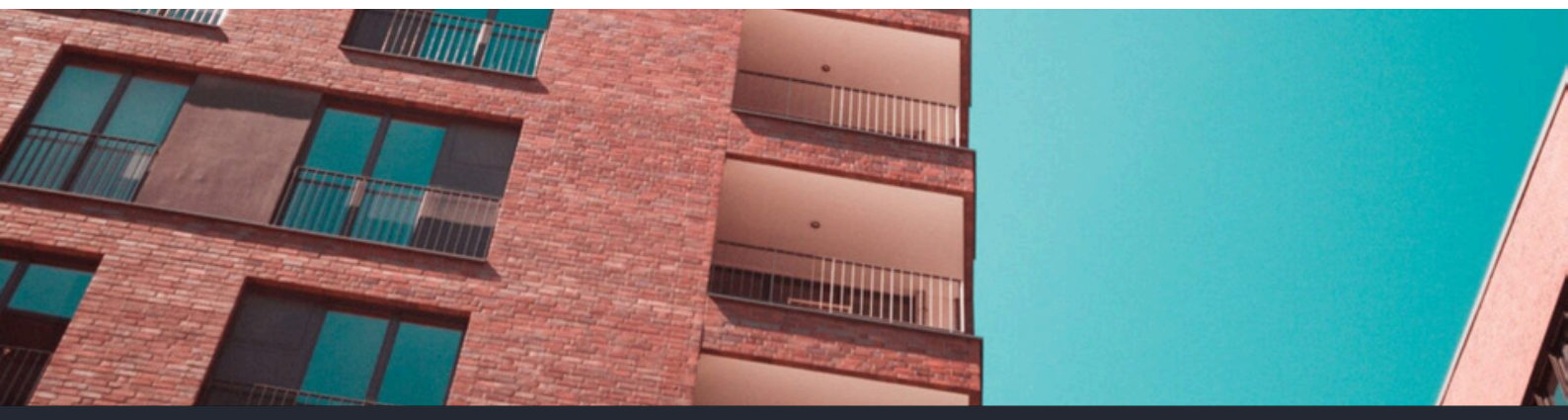
Role Responsibilities

The Portfolio Manager will:

- Manage the portfolio end to end, from onboarding new landlords and properties to advertising and reporting directly to clients
- Handle the lettings process in person, from Rightmove advertising and viewings to selecting applicants and completing all paperwork
- Put properties back on the market as soon as notice is served, keeping landlords informed and reassured when a let takes longer
- Carry out six-monthly inspections and six-monthly service calls with every landlord, making each call a genuine conversation
- Keep landlords updated proactively on arrears and maintenance, working alongside the maintenance team and credit controller, and remain the point of escalation for voids and notices

Definition of Success

- A first month spent getting to know the business and what makes Lamont different
- Strong landlord relationships that lead to repeat investment and referrals to other investors
- Minimal voids, with properties re-let within days of becoming vacant
- Inspection and service-call targets met, with real engagement from landlords
- New stock absorbed smoothly as buildings complete



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The Ideal Candidate

Lamont wants people who get real satisfaction from looking after clients, and who combine the commercial urgency of a lettings professional with the knowledge and care of a property manager.

Candidate Profile

- Residential lettings and property management experience, ideally from a boutique agency where you have done a bit of everything, or from Build to Rent
- Confident knowledge of lettings legislation, including pre-move-in compliance (gas safety, EICR and EPC), notice periods, the Renters' Rights Act, day-to-day management and health and safety
- Resilience under pressure, whether managing landlord expectations when a let takes time, adapting to new legislation or delivering difficult news
- Highly organised and able to work independently, planning your own diary around inspections and calls
- Full UK driving licence and access to your own vehicle
- Commutable to the Birmingham office
- ARLA Propertymark qualification is an advantage but not essential

What Matters Most

Portfolio Manager is not an entry-level title. Lamont is looking for someone bright and quick to learn, who comes to interview having done their homework on the business and with ideas of their own. Above all, it wants people who see this as a long-term career and are motivated by service, not just targets.

- Puts customer service first and enjoys making clients happy
- Takes ownership and acts with urgency
- Stays resilient and professional under pressure
- Is committed for the long term and keen to grow with the business

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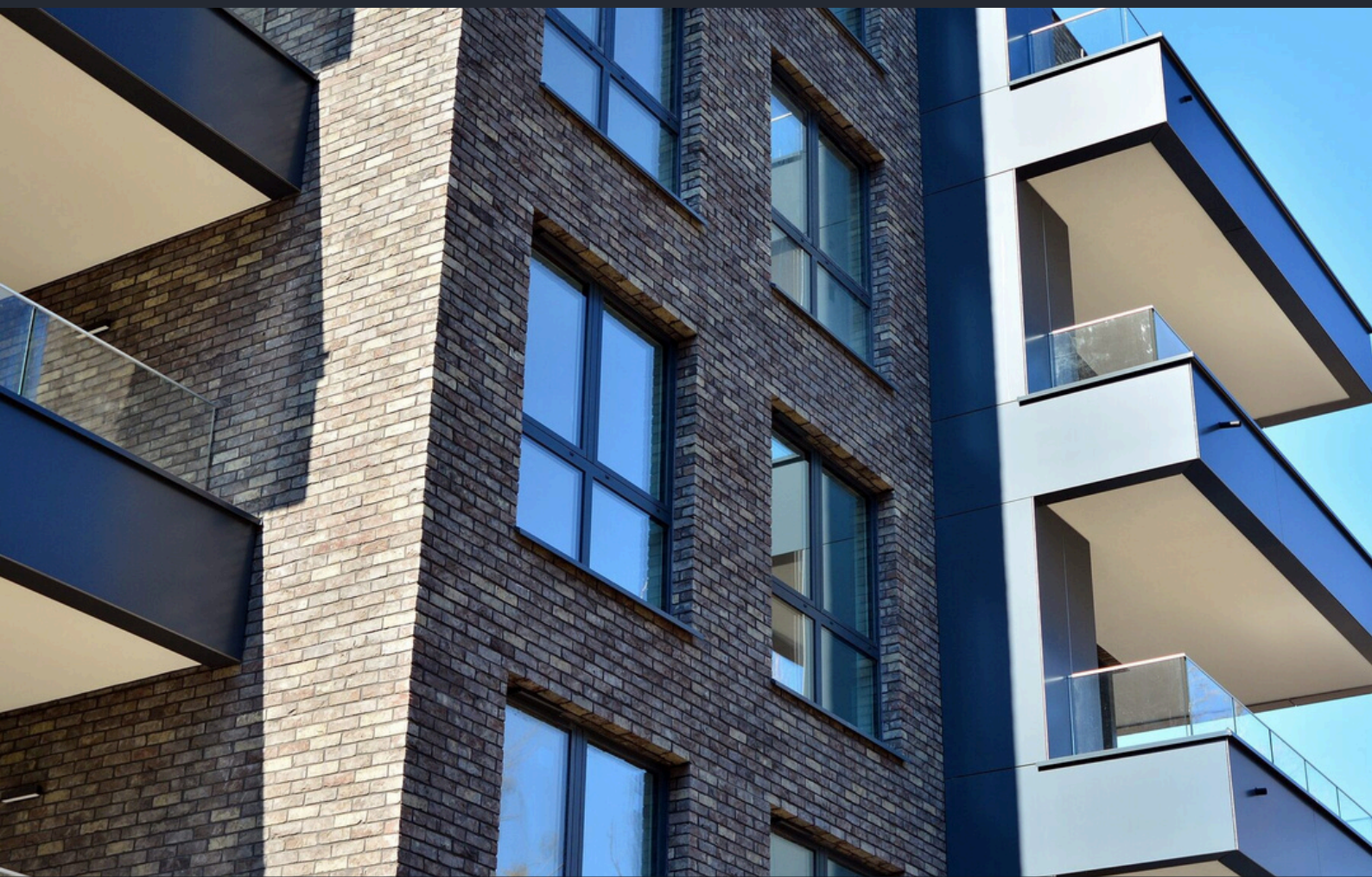
Why Join Lamont & Co

This is a role for someone who wants to make a real impact and build a long-term career.

Lamont & Co has a strong reputation in the market, and time at Lamont is a genuine asset to any career in residential property.

Why This Role Stands Out

- Real ownership of a Birmingham & West Midlands portfolio, with direct relationships with an international investor base
- A salary that reflects the responsibility of the role, set above typical lettings and property management levels
- The backing of a developer-led group, with 20 to 30 building projects in the pipeline
- The chance to help shape a business as it builds the structure for its next stage of growth



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Culture & Leadership

Lamont is a business with high standards, where people take pride in their work and care about the wider business.

The business is led by a hands-on Portfolio Director with experience across major firms and the Build to Rent sector, who is focused on putting the right structure in place as Lamont grows.

Lamont combines an efficient approach to property management with the attentive service of a well-run hotel. Every landlord receives the same warm welcome and level of care, whether they are an experienced cash buyer or investing for the first time.

The team works together from Lamont's Birmingham office, five days a week, and everyone sees their own success as Lamont's success.

Communication is direct and open, and the business values people who enjoy a challenge and want to grow with it. Lamont is a close-knit business of around 13 people across three teams, with Portfolio Managers at its heart.



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Contact

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