

Job Title:

Property Administration

Summary of role:

You will be responsible for supporting the Lettings and Moves team, reporting to the Head of Operations.

Key duties and responsibilities of role:

- To process incoming and outgoing post daily
- Updating property records
- Answering telephone calls from clients and directing calls
- Meeting and greeting visitors to the office
- Supporting the Maintenance team to chase contractors for outstanding works
- Support the Renewals Manager two days a week with sending out renewal documentation, completing right to rent checks, updating the database and ensuring landlords get paid on time.
- Support the Moves Manager one day a week with sending out new tenancy documentation, filing and chasing Landlords and Tenants to sign documents.
- Supporting Property Managers with sending tenancy related documentation as and when required
- Complete any other tasks as required by the Head of Operations

General requirements:

- A strong administration background (preferably in property)
- A basic understanding of property management and tenancy progression.
- Ability to maintain electronic property records accurately and in a timely fashion
- Professional approach and appearance, well spoken with an excellent telephone manner.
- Proactive approach and able to multi-task

Experience and qualifications:

- A basic understanding of London's residential property market preferably.
- High IT literacy

Salary: £10 p/h

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