

Property Administrator - Bristol

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 09.0 – 5.00
Department:	Finance LCP
Location:	85 Alma Road, Clifton, Bristol BS8 2DP
Salary:	Negotiable

Purpose:

The Property Administrators based at The Bristol Office will provide administrative support to the Asset Managers by providing a comprehensive and professional service as outlined below.

Key Responsibilities:

- Provide comprehensive and professional support, oversee diary management, managing appointments, video calls, telephone calls, organization of meetings and travel.
- Email inbox management, filtering and dealing with issues arising.
- Use Horizon/Coyote systems to obtain information.
- Deal with/take control of tenant queries and progress as necessary.
- Resolve queries with non-domestic rates and Council Tax.
- Prepare management reports as required.
- Send requests to other departments for various information/documents i.e CAD plans etc.
- Forward maintenance issues to FM/PM Teams.
- General administration tasks, such as producing letters/emails, photocopying/scanning etc
- Chase Solicitors for completed lease documents.
- Taking calls from tenants and referring to the relevant department as necessary.
- Liaising with Facilities Management and Property Management Teams
- Any other ad-hoc/reasonable duties

Person Specification

- Ability to use own initiative.
- Willing to be proactive in taking on work.
- Ability to prioritise the variety of workloads on a time critical basis.
- Flexibility and willingness to take on ad-hoc tasks as the need arises.
- Positive attitude.
- Personable with good telephone manner.

Qualifications

- GCSE or equivalent Grade C/4 or above in Math and English.