

Property Administrator – Residential lettings and part commercial	
28 June 2016	
About Us	<p>We are an independent firm of chartered surveyors specialising in residential lettings & management and commercial property. We operate from one busy office in central Bury St Edmunds and pride ourselves on offering a highly professional service to our clients.</p> <p>Interested parties should visit our website for further background.</p>
Position	This is a permanent position suitable for either a full time candidate or as part of a job share.
Job Title	Property Administrator – Residential lettings and part commercial.
The Role	<p>You will be required to work as part of a team of six, providing assistance to our property managers and an accounts manager, in the day to day running of the management and lettings departments. You will be required to answer the telephone and undertake other office based tasks and generally assist as required. You should also be prepared to undertake accompanied viewings and other out of office events as required. Having your own car available for occasion office use would be an advantage.</p> <p>It is vital that you are extremely confident in the use of various computer software packages, particularly Microsoft Office and it is an advantage if you are familiar with a property management program.</p> <p>You will need to be very well organised, conscientious and capable of dealing with a wide range of matters relating to property and property management. The work will include referencing prospective tenants, preparing tenancy agreements, dealing with various notifications, arranging for contractors to undertake repairs and other general duties. You will be responsible for maintaining property adverts of various web sites and ordering letting boards. Part of the work will include elements of marketing the firm and organising small events or promotional materials.</p> <p>Working as part of a team you will have a great deal of responsibility and must be able to work on your own as well as with others to a high professional standard. You will also be required to provide cover for other parts of the business during holidays/absences.</p>
Qualifications	The successful candidate or candidates should have attained a good standard of education and will ideally have experience within the property market. A potential route is available within the firm for property based qualifications to be acquired.
Information Technology	You must be extremely competent with the use of word processing, spreadsheets, emails and other software. We currently run dedicated management software called CFP and knowledge of this will be useful but not essential.
Remuneration & Benefits	A competitive salary commensurate with experience.

	<p>Potential for property based qualifications to be acquired.</p> <p>A company pension scheme will be running from mid 2017</p>
Holidays	20 paid days a year, increasing by one day per year of employment to a maximum of 25 days, plus bank holidays.
Hours	Monday to Friday with minimum hours of 9.00 am to 5.00 pm, to be covered by a single candidate or as part of a job share, potentially morning and afternoons.
Trial Period	Three month trial period during which either party may terminate the contract upon providing one week's notice.
Dress	Smart office.
Further information / Applications	<p>Please send your CV or relevant information to Carole Wilson at our office address or by email at carole@hazellsonline.co.uk and we will contact you. If you have any queries you would like to discuss, then please do not hesitate to contact Carole. We will deal with all enquiries on a confidential basis.</p>