



## JOB ADVERT - Details

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| <b>Company:</b>                                     | <b>Crabtree Property Management</b>  |
| <b>Role title:</b>                                  | <b>Admin / Site Survey Administrator</b>   |
| <b>Internal Reference Number:</b>                   | 005  |
| <b>Closing date:</b>                                | 1 <sup>st</sup> April 2019   |
| <b>Salary:</b>                                      | N/A  |
| <b>Working Hours:</b>                               | Rotational shift pattern (between 8:00 and 17:30) Monday to Friday   |
| <b>Temporary / Fixed Term / Permanent contract:</b> | 12-month fixed term contract (Maternity cover)   |
| <b>Location:</b>                                    | Finchley   |
| <b>Contact details for applications:</b>            | Chris March<br><br>chris.march@crabtreeproperty.co.uk  |
| <b>Role description:</b>                            | <p><b>The Role</b></p> <p>This role is part of the Communication Centre team and provides administrative support to the property management function.</p> <p><b>Key Responsibilities</b></p> <p>Mail Merges</p> <ul style="list-style-type: none"> <li>• Carrying out mail merges in line with company requirements</li> <li>• Liaising with PM/Accounts/Insurance and Comms Team to schedule any mail merge requirements</li> </ul> |

- Recording mail merge output
- Working to required deadline
- Filing, archiving and scanning documents
- Other admin duties including creating ad hoc reports and projects as required by the business.

#### Site Surveys

- Downloading site surveys
- Generating site survey reports in Qube
- Action all pre-defined issues that can be completed in line with Comms responsibilities including:

1. Sending works order to contractors
2. Obtain quotations from contractors
3. Contractor liaison and coordination regarding works orders and quotations
4. Liaise with concierges/caretakers in respect of on-site issues
5. Email cleaners regarding on-site issues
6. Produce standard letters
7. Produce H&S signage

#### The Candidate

- A good standard of written and oral English
- Clear, concise and professional telephone manner
- Excellent communication skills, both verbal and written
- Must have excellent attention to detail
- Excellent customer service skills
- Confident user of Microsoft Office packages, including word, outlook and excel, databases, telephony systems and administrative procedures in a customer focused environment
- Ability to assist with training and mentoring
- An effective team player - willing to help others
- A positive "can do" attitude
- A willingness to undertake further training
- Ability to learn quickly and a team player.
- Previous experience of working within a Property Management environment is desirable

#### Benefits

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|                                    | <ul style="list-style-type: none"> <li>• Annual Leave Entitlement: 22 days with one additional day per year up to 25 days.</li> <li>• Bonus day off for your Birthday.</li> <li>• Director’s day off between Christmas and New Year.</li> <li>• Health Cash Plan with Bupa.</li> <li>• Priority rates on Foreign Exchange.</li> <li>• Employee Assistance Programme.</li> <li>• Travel season ticket loan or car parking season ticket loan.</li> <li>• Employee discount with Wider Wallet.</li> <li>• Training &amp; development opportunities.</li> </ul> |
| <b>Company website (optional):</b> |  |