

JOB ADVERT - Details

Company:	TemplePM
Role title:	Property Administrator
Internal Reference Number:	TPM9188
Closing date:	N/A
Salary:	Circa £16,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Manchester
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Property Administrator / Manchester / Circa £16k</p> <p>My client is committed to providing only the very highest quality of Property Management services and they are currently looking for a confident and experienced Administrator for their office in Manchester.</p> <p>As Administrator, you will offer support and assistance to the Residential Property Team who are involved in the block management of a portfolio of property in the Greater Manchester area.</p> <p>Duties will include, but not be limited to the following:</p> <p>* Answering the Team telephone in response to enquiries</p>

	<ul style="list-style-type: none"> * Meeting and greeting customers and clients visiting the office * Coordinating appointments and maintenance works * Typing up Minutes following AGMs * Maintaining and updating the property database * Carry out other reasonable management tasks as may be directed by more senior team members * General reception and filing duties <p>Competence in Microsoft Office is essential as are strong customer service skills, punctuality and reliability. Excellent spoken and written English is paramount. Knowledge of the block management industry is desirable but not essential - this is a great opportunity with the potential to climb the ladder of Property Management.</p> <p>Please note only candidates with relevant experience will be contacted.</p> <p>TemplePM - Recruitment Specialist within the Property Sector finding positions for Block Managers, Property Managers, Estate Managers and Surveyors. If you feel that you have the right background or would like to speak with someone who understands what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>