



JOB ADVERT - Details

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| Company: | TemplePM |
| Role title: | Property Administrator |
| Internal Reference Number: | TPM9152 |
| Closing date: | N/A |
| Salary: | Up to £25k |
| Working Hours: | Monday - Friday |
| Temporary / Fixed Term / Permanent contract: | Permanent |
| Location: | Hampshire |
| Contact details for applications: | Gareth Surdo 01789 470403 gareth@templepm.com |
| Role description: | <p>Property Administrator / Hampshire / Up to £25k</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 Property Administrator for their office in Hampshire.</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 West London.</p> <p>Duties will include, but not be limited to the following:</p> <p>* Answering the Team telephone in response to enquiries</p> |

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| | <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 preferred - 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 back ground or would like to deal with someone who knows what you do, then please contact us at TemplePM.</p> |
| <p>Company website (optional):</p> | <p>http://www.templepm.com/</p> |