



JOB ADVERT - Details

Company:	TemplePM
Role title:	Property Assistant
Internal Reference Number:	TPM9099
Closing date:	N/A
Salary:	Up to £20k
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 Assistant / Hampshire / Up to £20,000</p> <p>If you love helping people then you are about to realise your dream job.....</p> <p>So, are you looking for a change? Do you want to work for a company who loves their customers, want to make it better and dare you to be different as an individual?</p> <p>We could have the perfect job for you!</p> <p>This company is an established property company who, after a merger, have grown and are now looking for new staff. They are in the position to employ a Property Assistant for their property team in Hampshire.</p>

Providing an excellent level of customer service to customers by:

- * Dealing with the day to day management of blocks of flats and commercial properties
- * Responding to incoming calls, emails and letters
- * Working closely with the Property Managers to resolve customer queries
- * Helping to quickly resolve customer queries and complaints, working closely with Property Managers

Here are some of your all-important day-to-day details:

- * Handling administrative duties to make their clients and customers lives easier
- * Record data into their property management systems
- * Negotiate maintenance contracts, agreeing works and ensuring their completion within agreed timescales
- * Place and monitor service contracts

I am looking for someone with:

- * A good heart and an eye for detail who is a superstar in the making:
- * An understanding of what sensational customer service looks like and attention to detail
- * Getting it right first time with at least 12 months experience delivering it
- * Confidence when it comes to writing clearly and fluently
- * The ability to stay calm and focused
- * The personal drive to use their initiative and get things done without supervision
- * Great communication skills, in writing and in person
- * An enthusiasm for getting ever-better at their job through training and development

And, ideally, but not vitally:

- * Experience in the property management sector
- * A flexible and logical approach to work

Sounds exciting doesn't it?

But most of all a positive can-do attitude to work and life.

TemplePM - Recruitment Specialists 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 deal with someone who understands what you do, then please contact us at TemplePM.
Company website (optional):	<u>http://www.templepm.com/</u>