

PA/Property Administrator
Job Description

An exciting opportunity has arisen for a PA/Property Administrator in our Asset Management team. If you are looking to join a professional, friendly team where no two days are the same, this job is for you. Based in our head office in Summertown, you will be helping us to deliver a consistently high standard of service to our clients.

Candidates with skills in customer service who are confident, well presented and organised will be considered with enthusiasm. Property experience preferred but not essential.

Full time Monday to Friday 37.5 hours a week
Salary dependent on experience

Required Skills:

- Reliable and honest with great communication skills
- Ability to use initiative, pre-empt requests, be proactive and forward thinking
- Able to multi-task and prioritise accordingly
- Flexible
- Computer literate
- Well organised
- Good attention to detail
- Ability to listen and respond appropriately

Tasks include:

- General office administrative duties including emails and inbox management, filing and scanning
- Supporting the managing director and property managers
- Answering the telephone and handling enquiries and/or directing calls in a professional manner
- Manage some diary events, book meeting rooms and arranging client and site meetings
- Building relationships with clients, customers, team members and contractors
- Attending meetings and taking minutes
- Producing documents, postings, papers, reports and presentations
- Implementing and maintaining procedures/administrative systems
- Assisting in compliance related processes and paperwork
- Carrying out any other reasonable tasks as may be directed to meet the needs of the business

All applicants must be eligible to live and work in the UK, without restrictions. Documented evidence of eligibility will be required from all candidates.