



JOB Property Administrator (Full time/permanent)
COMPANY eddissonwhite www.eddissonwhite.co.uk
LOCATION London, SW19 (2 branches)

COMPANY OVERVIEW

Established in 2004, eddissonwhite is a friendly privately owned, independent residential Sales, Lettings and Property Management agency with branches in the popular areas of Colliers Wood and Wimbledon SW19, both cover surrounding areas such as Tooting, South Wimbledon, Wimbledon Park, Raynes Park and Mitcham. A successful & progressive agency who invests in technology and strives to offer their clients better fees, better service, better experience.

POSITION OVERVIEW

eddissonwhite are looking to expand their team and appoint a competent Property Administrator to embrace all aspects of this increasing lettings and property management portfolio, based in the Wimbledon office.

JOB DESCRIPTION

The Property Administrator will be required to deal with the day to day management of properties within the Residential Lettings portfolio, including a wide range of properties from studio apartments to period family homes. The requirement is for a proactive, versatile and self-assured individual who will be able to carry out tasks through to a successful conclusion, able to work quickly and accurately under pressure whilst maintaining an excellent customer service at all times.

KEY DUTIES AND RESPONSIBILITIES

- Managing & coordinating maintenance enquiries sent by tenants through our reporting software (Fixflo). Liaising with tenants, landlords and contractors and coordinating works, contractor invoicing and follow up from all parties.
- Producing tenancy extensions and managing renewals and associated negotiations with all parties.
- Daily liaison with tenants, landlords and contractors; dealing enquiries and updates.
- Updating of specified areas of the property management database
- Ensuring tenant / contractor / landlord compliance with statutory and contractual obligations.
- Organising gas safety certificates, electrical certificates and EPCs.
- Arranging inventory check in and out reports and mid term inspections with supplier and tenants.
- Any other duties required to support the team.



REQUIREMENTS

In addition to a passion for property & people, the successful applicant must have a:-

- Minimum 1+ year property management experience.
- Strong work ethic and ability to work without supervision
- Excellent accurate computer skills and preferably experience using property software (CFP/Fixflo /Vebra)
- Highly organised, ability to handle a number of different issues at one time and able to carry out tasks to a successful conclusion.
- Team player / happy to help with all aspects of the business as and when required.
- Clear and accurate verbal & written communication skills.
- Be resilient, able to remain calm under pressure and work to deadlines

BENEFITS

£20k-26K (depending on experience/qualifications)

20 days holiday plus Bank Holidays

Potential training for industry related qualifications

HOURS

Monday – Friday 9am-6pm (with an agreed day off in the week)

Saturday 9am – 4pm

Ref: WB011RTE18