

Job Title: Trainee Administrator and Property Manager

Location: Jesmond, Newcastle upon Tyne, UK

Company Overview: We are a reputable estate agency based in Jesmond, Newcastle upon Tyne, dedicated to providing exceptional property services to clients in the local area. We specialise in sales, lettings, and property management, striving to offer a seamless and personalised experience to both property owners and tenants. We are a growing business and will have opportunities for career development and advancement within the company. We provide comprehensive training in a collaborative and supportive team environment.

Position Overview: We are seeking a highly organised, confident and motivated individual to join our team as a Trainee Administrator and Property Manager. This role will be customer facing and the candidate will be responsible for managing administrative tasks efficiently while also assisting with property management duties to ensure the smooth operation of our real estate services. There may be a need to work Saturdays on rotation.

Key Responsibilities:**1. Administrative Support:**

- Handle incoming inquiries via phone, email, and in-person meetings, providing professional and courteous assistance to clients and colleagues.
- Prepare data for tenancy agreements and references, this will also include liaising with tenants and guarantors.
- Coordinate appointments, property viewings, and inspections, ensuring schedules are efficiently managed.

2. Property Management:

- Assist in the management of rental properties, including arranging works.
- Conduct property inspections and maintenance checks, addressing any issues promptly and coordinating repairs when necessary.
- Maintain a thorough understanding of relevant laws and regulations pertaining to property management in England.

Qualifications and Skills:

- Previous experience in administration, property management, is preferred but not necessary.
- Excellent communication skills, both verbal and written, with a professional and friendly demeanour.
- Strong organisational abilities and attention to detail, with the ability to prioritise tasks effectively.
- Proficiency in Microsoft Office Suite and experience with CRM softwares is desirable.

- Knowledge of property laws and regulations in the UK is an advantage.
- A proactive and adaptable approach to work, with the ability to thrive in a fast-paced environment.