

**Property Administrator
Birmingham
£20,000 + benefits**

Working with a national property consultancy and commercial chartered surveying practice based in central Birmingham. They are looking for a full-time Administrator to support the property function at their Birmingham HQ.

£20,000 + benefits and clear routes to progression – many of their Property Managers started out as Administrators

General responsibilities:

- Screening phone calls and general enquiries - sharing to the appropriate contacts in the business
- Updating the valuation fee quotes spreadsheet
- Assist with valuation reports and liaise with the surveyors
- Assist the professional team with all administrative duties
- Assist with mail mergers, data input and support filing systems
- Be able to assist with property management functions - update meter reading spreadsheet
- With the support of the Surveyor, raise contractor work orders and overseeing prompt payment of invoices
- Work closely with the accounts department on tenant invoicing and arrears chasing
- Supporting with service charge
- Directing tenant queries to the appropriate party
- Along with the Surveyor, attend tenant meetings on occasion
- Providing cover within the office when the other administrator is absent

This is a key post within the organisation and they are looking for an individual with the ambition to progress in their career

**For more information, please contact Cameron Douglas-Ward:
0121 582 0877
Cameron.douglas-ward@joshuarobert.co.uk**