



Job Description – Estate & Block Management - Administrator

This unique and challenging role will focus around the administrative duties which support the running of our Estate and Block Management portfolio. With an expanding portfolio of private residential estates and blocks of flats we are responsible for managing and maintaining these sites to a high standard which involves dealing with a number of different duties for each site. This role is suited to an efficient, organised and personable individual who has attention to detail and is computer literate.

Role to include the following

- Keeping and updating property records
- Issuing and producing invoices
- Credit control
- Organise & arrange maintenance works
- Produce letters and notices as required
- Arranging Fire Safety visits
- Attend and take minutes at meetings
- Arranging payment of maintenance invoices and banking
- General office duties; answering telephones, dealing with enquiries and sorting post, writing, filing
- Assistance with Residential Lettings may be required

We are offering an opportunity to learn and develop new skills and gain industry recognised qualifications (IRPM) within Estate & Block Management. You would be joining a busy and friendly office and be required to lightly assist with our Residential Lettings team from time to time.

Experience within the property industry is preferable but not essential.

Hours: Monday – Friday 9.30am – 5.00pm (hour for lunch)

Alternate Saturday 9.30am – 12.30pm

Salary: Negotiable & dependent upon experience

Please contact Katherine Hill on 01305 751772 and forward your application in writing to lettings@templehillproperty.co.uk or 49 High West Street, Dorchester, DT1 1UT