

JOB DESCRIPTION

RESIDENTIAL LETTINGS AND PROFESSIONAL TEAM ADMINISTRATOR

- Job Title:** Lettings and Professional Team Administrator
- Location:** Based in our Horncastle office.
- Hours of Work:** Part time 3 days a week tailored to the right candidate but ideally Monday, Tuesday, Thursday (8:45am to 5:30pm) plus every third Saturday (9am – 12noon).
- Reporting to:** Residential Lettings Manager – Sharon Kirk MRICS and Directors - George Harrison MRICS FAAV & Alastair Boulton MRICS
- General Role:** Robert Bell and Company are looking to add to their important administration staff in the busy Horncastle office to assist with an expanding workload.
- The chosen candidate will work with the residential lettings team in Horncastle and Lincoln as well as providing cover across other areas of work including residential, agricultural & commercial professional work, surveys and valuations.
- Key Duties:**
- Residential Lettings*
- a) Liaise with the wider lettings team (primarily the Lincoln team) to prepare forms of instruction, marketing material, tenancy and supporting documents, inspection reports, rent notices, end of tenancy documentation and invoicing.
 - b) Prepare and manage check lists to ensure required documents are chased and completed within required timescales.
 - c) Answer enquiries by telephone, email or in person. Taking full details, arranging appointments and logging onto our management system. Ensuring their enquiries are forwarded to be dealt with efficiently and promptly.
 - d) Maintain office displays and co-ordinate lettings lists and assist in marketing properties on websites and social media.
- Support to Professional Team*
- e) Answer enquiries by telephone, email or in person. Taking full details and forwarding to colleagues and arranging appointments.
 - f) Preparing documentation and reports including forms of instruction, valuations, general correspondence, and invoices.
 - g) Helping other departments as reasonably necessary.
 - h) Other duties within the skills and capacity of the job holder
- Skills and Attributes:** Past experience in the residential property industry is helpful but not essential. Needs to be proficient with IT software.

Personal attributes should include an efficient and methodical work ethic with attention to detail.