

Administrator - Property Move In's

[Apply Now](#)

Company: Stirling Ackroyd Group

Location: London

Category: other-general

Lettings Move in Manager

London Bridge, SE1

This is a full time role; Monday - Thursday; 8:45am - 6pm, Friday 8:45am -5pm

Hybrid working will be available once induction training is completed (3 days office based / 2 days WFH)

Basic Salary from £26,000 to £30,000 per annum, depending upon experience PLUS commission

Requirements

The main responsibility of a Move In Manager is to coordinate the tenants and landlords journey, from point of a tenancy being agreed all the way through to the move in day, so that the process is seamless for both parties.

Daily activities will include;

Generating and distributing all relevant compliance documentation, monitoring and reviewing its completion to ensure the move in process is completed efficiently and effectively

Building relationships and maintaining regular communication between the tenants, landlords and all other relevant parties

Maintaining accurate database records, ensuring all records are correct and up to date and any issues are escalated promptly

Processing of rent holding deposits, security deposits, completion funds and issuing of completion statements and invoices

Supporting the team with general administration including taking telephone enquiries and responding to emails, collating and distributing reports

Skills, experience and behaviours required;

Strong written and verbal communication skills

Focused on finding the best solution possible for all parties, in a timely manner

Able to work independently and also as part of a team, effectively contributing toward departmental projects, targets and wider objectives

Resilient and consistent when faced with conflict and driven to resolve challenges positively

Structured and organised with strong time management skills

High attention to detail

#admin #customerservice #property #trainee #careeropportunities #surrey #lettings_admin
#customer_service

Benefits

With the Griffin behind us, Stirling Ackroyd Group are committed to putting our people first. We are one team working together to achieve success, we believe in developing all of our colleagues to be the best they can be through structured training and development programmes.

Here is just some of what we can offer you:

Competitive salary and bonus schemes

Award-winning training and skills development, including ARLA Propertymark courses (Propertymark Professional Standards Agency 2023)

Employee, family & friend discounts across our property services

Retail Discounts

Engagement and recognition platform

Season ticket loans

Cycle to work scheme

Technology purchasing scheme

Holiday Accumulator

Employee Assistance Program

Wellbeing Centre

Award-winning Employee Referral scheme for bringing in new talent (IHR awards 2023)

Award ceremonies, competitions and more!

[Apply Now](#)

Cross References and Citations:

1. Administrator - Property Move In's [Johannesburgjobs Jobs London](#)

[Johannesburgjobs](#)

2. Administrator - Property Move In's [Argentinajobs Jobs London](#) [Argentinajobs](#)

3. Administrator - Property Move In's [TeachingeducationJobs London](#)

[Teachingeducation](#)

4. Administrator - Property Move In's [Architecturejobs Jobs London](#) [Architecturejobs](#)

[↗](#)

5. Administrator - Property Move In's [Videographerjobs Jobs London](#) [Videographerjobs](#)

[↗](#)

6. Administrator - Property Move In's [Ai-ml-jobs Jobs London](#) [Ai-ml-jobs](#)

7. Administrator - Property Move In's [Phpjobs Jobs London](#) [Phpjobs](#)

8. Administrator - Property Move In's [Dhakajobs Jobs London](#) [Dhakajobs](#)

9. Administrator - Property Move In's [Indonesiajobs Jobs London](#) [Indonesiajobs](#)

10. Administrator - Property Move In's Findlocaljobs Jobs London Findlocaljobs ↗
11. Administrator - Property Move In's ScrumjobsJobs London Scrumjobs↗
12. Administrator - Property Move In's ArchaeologyjobsJobs London Archaeologyjobs ↗
13. Administrator - Property Move In's Nutritionistjobs Jobs London Nutritionistjobs ↗
14. Administrator - Property Move In's Teacherjobs Jobs London Teacherjobs ↗
15. Administrator - Property Move In's Hondurasjobs Jobs London Hondurasjobs ↗
16. Administrator - Property Move In's HybridjobsJobs London Hybridjobs↗
17. Administrator - Property Move In's Nyjobscentral Jobs London Nyjobscentral ↗
18. Administrator - Property Move In's MalaysiajobsJobs London Malaysiajobs↗
19. Administrator - property move in's Jobs London ↗
20. AMP Version of Administrator - property move in's ↗
21. Administrator - property move in's London Jobs ↗
22. Administrator - property move in's Jobs London ↗
23. Administrator - property move in's Job Search ↗
24. Administrator - property move in's Search ↗
25. Administrator - property move in's Find Jobs ↗

Source:<https://uk.expertini.com/jobs/job/administrator-property-move-in-s-london-stirling-ackroyd-gro-de59eaf9e4/>

Generated on: 2024-05-04 by Expertini.Com