

Information Officer

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Company: Thurrock Council

Location: United Kingdom

Category: other-general

Salary: £24,440 - £26,579 per annum Grade B 2 Years Fixed Term Contract 37 Hours per Week

The Property Services and Facilities Management Teams manage the council's commercial and corporate property portfolio. The Team provides critical property analysis and valuations which can lead to new acquisitions or disposal of assets.

The role is working within the Information Hub, supporting the Property Services and Facilities Management Team. Responsibilities include updating property management records, managing the property database which includes the Facilities Helpdesk (Concerto), providing OS plans and property ownership information, financial purchase order management and payment of vacant property utility bills.

Assisting with the running of the Mailroom and Reprographics area.

Applicants should be able to demonstrate the following:

Previous experience of working within a property management service environment.

Knowledge of property management systems, preferably Concerto.

Knowledge of Geographical Information Systems (GIS) and the ability to interpret Ordnance survey maps.

Required qualifications, Good general education to include GCSE passes in English and Mathematics.

Please contact

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